Job Number: 2018-3040

Title: **HR Coordinator**

Location: Brookings, South Dakota

Type: Full Time

Shift: Day

**Responsibilities:**

Every day, in nearly 100 countries around the world, millions of people depend on Daktronics scoring and display systems for information and entertainment. Our displays provide vital travel information in airports and train stations, and along highways. They also tell you the price of gas and advertise store specials as you make your daily commute, and enhance your spectator experience when you’re in a sports stadium, whether for a high school sporting event or for your favorite pro sports team.

Daktronics Human Resources group enables Daktronics success through people, proactively collaborating with business leaders and providing leadership on initiatives related to people.

*What would I do?*

As an HR Coordinator, your primary focus will be partnering with HR Business Partners in supporting the strategic initiatives of finding and retaining top talent. You’ll assist in hiring, termination assistance, staffing discussions, compensation analysis, performance reviews, and employee relation matters. We also continually strive for process improvement and value your opinion on how we can do things better (following Lean Office principles).

## Qualifications:

* A bachelor’s degree is required with a preferred focus in human resources or business.
* Leadership or supervision experiences are a plus.
* Demonstrated experience in the areas listed below:
	+ Courteous and professional English written and verbal communication skills
	+ Strong interpersonal skills showing collaboration with others and building effective relationships.
	+ Strong organizational skills where you’ve managed multiple and changing priorities with accuracy.
	+ Strong self-motivation and ability to work independently.
	+ Commitment to following policies and procedures and maintaining confidentiality.
* Advanced computer skills in Microsoft Word, Excel, PowerPoint and Outlook.
* An acceptable background and motor vehicle record.

Daktronics is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, creed, religion, color, national origin, sex, age, disability, genetics, marital status, sexual orientation, gender identity, protected veteran status, or citizenship status.

To apply, please visit our website [www.daktronics.com](http://www.daktronics.com)

* Hover over *Menu*, locate the *Our Company* section, and click on *Employment.*
* Click on *Search Open Jobs* and enter keyword ‘2018-3040’
* Click on the Job Title link to review, then follow instructions to apply!
* You will need an electronic copy of your resume and an unofficial transcript.
* If you have these items in the cloud, you may apply with mobile device.

**Not finding the perfect role or not ready to apply? We have options for you!**

Create a **Job Search Agent**. From the [Job Search page](https://careers-daktronics.icims.com/jobs/intro?hashed=-435709790&mobile=false&width=925&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300), if you search for a job using some combination of our search fields and dropdowns, and no results display, you will see an option to Create a Job Search Agent. Simply give the search agent a name and click submit, then our system will auto-email you the next time we have an opening that meets those criteria. If you aren’t ready to apply yet but want to stay connected with Daktronics, you can click on the link to supply some basic information under the **Connect With Us!** heading. You’ll be asked to join one of our talent pools and upload a resume. This allows you to provide us with a resume without formally applying to a specific position.