



NORDSON CORPORATION
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Swainsboro, GA 30401

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Job Description

Requisition ID#:	REQ4346	
Job Title:	Associate, Human Resources	
Division/Department:	Adhesive Dispensing Human Resources	
Location:	Swainsboro, GA	
Reports to:	Director, Human Resources, US and Canada	
FLSA Status:	Type of position:	Shift:
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Part-Time	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd
Job Summary		
Provides support to the Human Resources function by assisting in a range of service to employees and management including but not limited to recruitment, employment, leave and benefit administration, and corporate programs.		
Essential Job Duties and Responsibilities		
<ul style="list-style-type: none">• Supports the development of HR policies and guidelines. Partners with employees and management in communicating and implementing policies, business procedures, and guidelines for compliance.• Serves as first line of support to employees for human resources administration and day to day activities. Responds to general HR inquiries, including but not limited to employment and benefit and leave programs.• Coordinates and tracks all leave of absence activities including FMLA, STD, LTD.• Manages communications with employees on leave of absence programs and benefits. Coordinates communication with internal supervisors/managers and other business partners on status updates.• Coordinates recruitment and employment activities for positions at Swainsboro location.• Coordinates all on-boarding procedures including new hire orientation activities.• Conducts exit interviews and assists in the coordination of termination procedures.• Assists in gathering and preparing employment data for reporting requirements and analysis.• Assists in planning and coordination of corporate events, initiatives, programs, and special projects.• Assists in the preparation and maintenance of employee personnel files and records and supports best practices for HRIS/SAP data integrity.• Performs other duties as assigned.		
Education and Experience		
<ul style="list-style-type: none">• Bachelor's degree in Human Resources or related field required.• 1-2 years' experience in an HR role or internship required.• Prior HRIS experience (in Workday) preferred.		
Skills and Abilities		
<ul style="list-style-type: none">• Strong customer service orientation, interpersonal skills and relationship building abilities required.• Critical thinking, sound judgment and the ability to appropriately manage confidential, sensitive information required.• Proficiency in MS Office applications required.		
Working Environment and Physical Demands		
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.		
Travel Required		
<input type="checkbox"/> None <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Estimated 15-30%		

Nordson Corporation provides equal employment opportunity to all applicants and employees. No person is to be discriminated against in any aspect of the employment relationship due to race, religion, color, sex, age, national origin, disability, citizenship status, marital status, veteran status or any other reason prohibited by law.