



# **Exciting Job Opportunity: Sihl Inc. Invites Applications for Human Resources Coordinator Position In Tampa, FL**

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Sihl Inc., a leading partner for forward-thinking industries, has announced an open position for a Human Resources Coordinator at its esteemed organization. The organization, renowned for creating innovative solutions through premium coatings, actively contributes to the success of its partners across the globe.

With a workforce of over 400 dedicated employees within the Sihl Group, a broad spectrum of industries, including automotive, tourism, packaging, labels, printing, and logistics, is served in virtually every country around the world. The company's ethos centers around laying the groundwork for innovative trends while promoting sustainable outcomes, making it a go-to specialist for future-proof products.

The Human Resources Coordinator role plays a crucial part in the team, dedicated to fostering a positive work environment and ensuring the smooth operation of human resources functions. This position is instrumental in supporting the organization's mission to be simply the better solution for its clients.

Key responsibilities for this role include: Coordinating recruitment and onboarding processes. Administering

employee benefits and payroll. Ensuring compliance with employment laws and regulations. Assisting in the development and implementation of human resource policies. Assisting the department in carrying out various human resources programs and procedures for all company employees. Administering employee record systems, including compensation, performance management, and maintenance of employee records. Performing routine filing, scanning, and archiving of records to ensure record retention compliance. Assisting in benefits data administration, including activation and termination in various third-party systems. Preparing and conducting new employee orientations. Providing backup to HR Manager in their absence. Handling other projects as assigned.

**ESSENTIAL SKILLS:** The candidate should possess: Alignment with the company's mission, vision, and values. Ability to maintain confidentiality of all aspects of job responsibilities. Strong work ethic with a positive attitude. Strong team player with adaptability to diverse team members. Ability to perform in a fast-paced work environment. High-level time management, accountability, and prioritization skills. Self-motivation, goal orientation, and a drive to accomplish department goals. Organizational, problem-solving, and solution-oriented abilities. Strong ability to influence desired outcomes through relationship-building. Basic knowledge of Microsoft Office (Teams, PowerPoint, Word, Excel, etc.).

**EXPERIENCE AND EDUCATION:** Bachelor's degree in human resources or a related field is preferred. At least 1 year of previous experience as a recruiting coordinator, HR coordinator, or in a related role is required. Experience with an HRIS database is preferred. Any HR certifications will be a plus.

Qualified candidates who are passionate about human resources and eager to contribute to a culture of excellence are invited to apply. Details of the job posting, including qualifications and application instructions, can be found here: <https://sihl-inc.engagedtas.com/job/706163/human-resources-coordinator>

Sihl Inc. is not just a workplace but a space where innovation thrives and meaningful connections are built. If individuals are looking to be part of a company committed to creating value and driving innovation, they are encouraged to apply and join Sihl Inc. in shaping the future.

Positioned as a pivotal force in future-oriented industries, Sihl Inc. is renowned for its innovative spirit and high-quality premium coatings. With over 400 employees globally, Sihl contributes significantly to various sectors such as automotive, tourism, packaging, labels, printing, and logistics.

Sihl Inc., the American arm, serves as a key converting and distribution center within the Sihl Group, ensuring timely national delivery with six strategically placed facilities. The company's success is rooted in its commitment to research and development, digitalization, and the expertise of its staff. Emphasizing environmental responsibility, Sihl harmonizes economic success with ecological sustainability, using resources efficiently to forge a better future.

For more information about Sihl Inc., please visit their website at the Sihl Inc. Website:  
<https://www.sihlinc.com/>.

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For more information about Sihl Inc, contact the company here: Sihl Inc Audrey 813 286 4767 121 Kelsey Lane,  
Suite G Tampa, FL 33619

## **Sihl Inc**

*Sihl Inc, with Dietzgen Corp., offers quality products and services, ensuring timely nationwide delivery from six US facilities.*

Website: <https://www.sihlinc.com/index.html>

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