



## Career Opportunity – Human Resource Coordinator

Ref No. EPM-00007462  
Job Title Human Resource Coordinator  
Location Marshalltown, Iowa  
Category Human Resources  
How to Apply [www.emerson.com/careers](http://www.emerson.com/careers) - click on 'Search and Apply'  
– search for the job number listed above!

### Posting Summary

The role of Human Resource Coordinator is responsible for the human resources aspects of international employee placements from and to Fisher U.S; and acts as the lead HRIS contact for the business unit. Duties involve independent judgment and discretion on issues that may be sensitive or confidential in nature.

Under limited supervision of the HR Manager, this role has responsibility which is not limited to:

- Administer policies and procedures for placing expatriates on assignment, manage ongoing assignments, and repatriation activities.
- Coordination of visa procurement, tax equalization, compliance and related activities, and coordination of housing, benefits, and compensation packages.
- Work with relocation firms, Emerson immigration counsel, Fisher Accounting, Emerson Corporate Tax, Emerson Process Management HRIS and Payroll, third party compensation consultants and tax firms, international agencies, and others to carry out International Assignment related duties.
- Indirectly supervise HR Assistant(s) to implement changes for affected employees in the HRIS system.
- Act as lead HRIS person, representing Fisher on an Emerson Process Management-wide Business Partner committee and taking action as determined by HR leadership, and
- Function as a strong member of the HR team to successfully address other assigned projects, tasks, and operations.

### Essential Job Functions

- Responsible for partnering with management and higher level HR staff to support new and ongoing international assignment needs. International assignments may include both outbound U.S. (assignments leaving the U.S.) and inbound U.S. (assignments from other world areas, coming to the U.S.) This process includes, but is not limited to:
  - Meet with management to understand the international assignment objectives,
  - Confer with legal counsel regarding assessment of the appropriate visa type for the assignment,
  - Coordinate visa materials and requirements,
  - Create the international assignment estimate and related appendices,
  - Draft the assignment and/or secondment letter and obtain required approvals,
  - Maintain the assignment, immigration and tax documentation,
  - Coordinate compensation reporting and tax services,

- By way of working with the assigned HR Assistant, implement payroll/tax instructions from Emerson's third party consultants,
  - Coordinate relocation services through Emerson's third party provider,
  - Administer assignment-related policy, pay, benefits and other as needed by working with other HR contacts, Finance groups, and other internal contacts,
  - Work in conjunction with home/host country Emerson human resources to ensure successful assignment initiation, continuation and repatriation.
- Provide human resource support for a diverse group of employees on international assignment. Provide quality interactions with all employees, support Fisher core values, deliver excellent internal and external customer satisfaction, and maintain an open door relationship with all employees.
  - Routinely handle questions/situations as they arise related to employee concerns, benefits/leave programs, salary/payroll, company and HR policies, immigration, federal/state/local laws/regulations, and HR initiatives, etc.
  - Administer HR policies and procedures, especially as related to International Assignment. Interpret policy changes and communicate changes to employees.
  - Function as the Immigration Compliance Coordinator for the business unit. Coordinate the inbound U.S. visa process, with appropriate advisement from the HR Manager and Emerson immigration counsel; for a variety of visa types.
  - Maintain excellent documentation of assignee files, processes, procedures, employee incidents, HR initiatives or similar.
  - Act as lead HRIS contact and represent Fisher on Emerson Process Management's HRIS Business Partner committee. Coordinate Fisher's efforts with HRIS to facilitate implementation/update of system features, projects, data maintenance enhancements, and related.
  - Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
  - Perform other duties as required and assigned.

**Education/Experience Required:**

- Bachelor's degree in Business or closely related field, Human Resources or Finance major preferred.
- Minimum two (2) years of Human Resource experience in an administrative, representative/generalist or specialist role.
- Payroll experience is a plus.
- Professional in Human Resources (PHR) certification preferred.

**Knowledge / Skills / Abilities:**

- Excellent analytical, communication, interpersonal, listening and influence skills.
- Strong organizational skills, including ability to prioritize multiple and sometimes conflicting priorities, and organize work effectively.

- Ability to maintain a high degree of confidentiality a must.
- Considerable knowledge of principles and practices of HR functions.
- Knowledge of Federal, State & Local employment laws/regulations, and related which are applicable to a host country.
- Demonstrated effectiveness in establishing and building relationships with all levels of an organization.
- Ability to exercise influence at all levels of an organization regarding actions taken to implement and/or enforce International HR policies/procedures.
- Solid basic math and analysis skills.
- Self-starter with high energy, ability to work independently and within teams.
- Proficient with Microsoft Office (primarily Word, Excel and PowerPoint) programs, email, and Internet.
- Working knowledge of HR information systems, PeopleSoft preferred.
- Maintain professional growth & develop through seminars, workshops and professional affiliation to stay abreast of current laws and trends in field of HR.

**PLEASE NOTE: THE FISHER EMPLOYMENT OF RELATIVES POLICY APPLIES TO THIS POSITION.**

Current Fisher employees may view the policy at the internal site here:

[http://mtndocs.mt.na.emersonprocess.com/groups/public\\_hr/documents/policies\\_and\\_procedures/ag5106309.pdf](http://mtndocs.mt.na.emersonprocess.com/groups/public_hr/documents/policies_and_procedures/ag5106309.pdf)

**Organization Profile**

Fisher Controls International LLC, an Emerson Process Management business, is the largest control valve manufacturer in the world. Industry standard products as well as an emphasis on product research and testing enables the development of new Fisher® control valves to solve production, processing, and distribution needs for the following major industries: chemical, oil and gas, refining, pulp and paper, power, water and wastewater treatment, mining and metals, food and beverage, and pharmaceutical. For more information, please visit [www.fisher.com](http://www.fisher.com).

**Experience the Rewards**

A career with the Emerson Process Management, Fisher business provides an excellent benefits package which, based on location, may include the following benefits: medical, prescription drug and dental plans; vision; 401k with company match; pension plan; company paid life, AD&D, and travel insurance; educational assistance in form of tuition reimbursement; short-term and long-term disability plans; matching gift program; wellness incentive program; and generous holiday and vacation plans.

**Who May Apply**

The company will only employ those who are legally authorized to work in the United States for this position. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

**We are an Equal Opportunity Employer.**

It is Fisher policy to recruit, hire, train and promote people in all job classifications without regard to race, color, religion, gender, sexual orientation, national origin, disability, veteran status or age, and any other factor prohibited by law.