



Job title	<i>HR & DOT Coordinator</i>
Reports to	<i>HR Manager</i>

Job Purpose

The HR & DOT Coordinator provides administrative and compliance support to the Human Resources department while assisting with Department of Transportation (DOT) and FMCSA compliance activities. This role supports daily HR operations, employee recordkeeping, recruiting, onboarding, and driver compliance processes to help ensure organizational efficiency, regulatory compliance, and a positive employee experience.

This position plays an important support role within the HR department and works closely with management, employees, drivers, and applicants while maintaining confidentiality and professionalism at all times.

Duties and Responsibilities

Duties and Responsibilities include but are not limited to:

Human Resources Support

- Assist with recruiting activities, including reviewing applications, scheduling interviews, conducting initial screenings, and coordinating onboarding activities.
- Maintain employee records and HRIS systems, ensuring accuracy and confidentiality of employee information.
- Assist with onboarding paperwork, employment verifications, background checks, and new hire orientation processes.
- Support employee engagement initiatives, company events, recognition programs, and internal communications.
- Assist with maintaining and updating company policies, procedures, job descriptions, and employee handbooks.
- Respond to routine employee questions regarding company policies, benefits, and procedures.
- Provide administrative support to the HR department, including scheduling meetings, preparing reports, and maintaining organized records.
- Assist with tracking employee training, certifications, evaluations, and compliance requirements.

DOT & Compliance Responsibilities

- Maintain Driver Qualification (DQ) Files to ensure all required documentation remains current and compliant.
- Track and monitor CDL licenses, medical cards, MVRs, DOT physicals, and other required driver certifications.
- Coordinate pre-employment, random, post-accident, and reasonable suspicion drug and alcohol testing processes.
- Assist with DOT onboarding requirements and ensure all driver documentation is completed accurately.

- Maintain vehicle maintenance and compliance records, including inspections and repair documentation.
- Assist with preparing documentation for DOT audits, safety reviews, and compliance reporting.
- Communicate with drivers and supervisors regarding expiring documentation, compliance deficiencies, and required updates.
- Assist with organizing safety meetings, training sessions, and compliance-related communications.

Administrative & Organizational Support

- Maintain organized electronic and physical filing systems.
- Generate reports and assist with audits, compliance reviews, and internal tracking.
- Support continuous improvement of HR and DOT processes and workflows.
- Perform additional administrative duties and special projects as assigned.

Qualifications

Qualifications include:

Education & Experience

- High school diploma or equivalent required; Associate degree preferred.
- Previous experience in Human Resources, DOT compliance, safety administration, or administrative support preferred.
- Knowledge of DOT/FMCSA regulations and HR practices is preferred.
- Experience working with confidential information required.

Skills & Competencies

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and exercise professionalism.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and HRIS systems.
- Ability to work independently while also collaborating effectively with a team.

Working Conditions

This position primarily works in an office environment with occasional visits to operational or maintenance areas. The role may require sitting for extended periods, working at a computer, and occasional lifting of files or office materials up to 25 pounds.