

ENABLING THE DIGITAL WORLD

Smartphones, computers, networks, self-driving cars, intelligent machines, the latest medical advances, renewable energy – the digital transformation makes our lives easier, safer, and more comfortable.

And we are at the center of it all: The world's leading technology companies manufacture their products with innovative solutions from ASMPT.

ASMPT in Suwanee, GA is looking for a Human Resources Coordinator. The HR Coordinator shall be the first level of support of contact regarding all operative and administrative HR tasks for employees and managers. The role includes streamlining requests from the workforce and business to the relevant HR functions (HR BP, Payroll, Benefits, HR Management, HRIS).

The function shall support the HR department in various administrative and operational tasks, ensuring efficient and effective HR processes and services within ASMPT AMCAS (minimum 3 of 5 ASMPT business in HR operations – NEXX, APAP, SMT, AEi & CM).

Key Responsibilities and Duties / Essential Functions:

- Act as the primary point of contact for employees, supporting all HR-related inquiries and ensuring a smooth and positive experience.
- Assist the HR Business Partners and HR Operations Team with offboarding processes, including entering terminations in HR tools to maintain accurate and consistent employee records.
- Provide proactive support to ensure seamless HR operations that enhance both employee and HR customer satisfaction.
- Conduct research on various HR topics and suggest improvements to streamline processes while challenging the status quo where necessary.
- Manage HR post correspondence and maintain the company's ASMPT Academy educational database.
- Coordinate and prepare training sessions and courses for rollout via the ASMPT Academy, collaborating with HR Business Partners across all 5 businesses across the Americas.
- Support HR Business Partners in executing and preparing PDP round tables, including notetaking, time management, and employee performance tracking.
- Participate in local and global HR projects to ensure compliance and enhance efficiency in collaboration with the HR team.
- Provide testing and validation support for Workday HRIS, ensuring system reliability.



Largest hardware and software supplier for the electronics industry



2,000 high-tech patents



12,000 employees from many different cultures



Annual group sales: US\$ 2.49 billion



ENABLING THE DIGITAL WORLD

- Build strong relationships with business leaders and managers to truly understand workforce needs and challenges.
- Represent the HR function to employees, maintaining a proactive and approachable presence to address workforce concerns and foster a supportive environment.

This role is perfect for a motivated individual who thrives in a collaborative environment and enjoys making a meaningful impact on both employees and the organization.



Active in over
30 countries

Your qualifications:

- Strong interpersonal skills and ability to work collaboratively as a team player. You should be comfortable interacting with colleagues at all levels and be able to build effective working relationships.
- 1-5 years of Human Resources experience showcasing your understanding of HR practices and functions, such as recruitment, employee relations, performance management, and compliance. Your experience will help you contribute to our HR team's success.
- Familiarity with MS Office applications (Word, Excel, PowerPoint). Workday, and ADP is a plus but not mandatory. We value candidates who are open to learning new systems and tools that enhance productivity and efficiency.

Education and Experience:

- A bachelor's degree in human resources, Business Administration, or a related field is a plus. This will provide a strong foundation for the role. Candidates with equivalent practical experience will also be considered.

Did we raise your interest?

ASMPT is committed to equal employment opportunity and equal pay regardless of e.g. race, colour, religion, sex, national origin, sexual orientation, disability or gender identity.

To apply for this position, please send us your resume to
americas.hr.recruitment@asmpt.com

We are looking forward to hear from you!