

Human Resources Coordinator

Job Title: Human Resources Coordinator

FSLA Non-Exempt

Classification:

Department: Human Resources

Supervisor: Human Resources Manager

Job Summary:

Under the direction of the Human Resources Manager, the Human Resources Coordinator assists with the coordination, evaluation, and administration of diversified HR functions.

Helps to organize and carry out all human resource department projects and processes.

Essential Functions/Accountabilities:

- Supports leadership to maintain positive employee relations and works to ensure worker satisfaction through education of HR policies, while fostering a positive work environment.
- Coordinates HR Recruitment duties, including new employee onboarding orientation
- Assists with the collection and review of new-hire documentation, including required employment eligibility forms for all staff.
- Coordinates employee candidate interviews, preparing resume copies and interview packets; booking rooms and confirming appointments.
- Acts as primary contact for applicants to answer questions regarding the recruitment process and the applicant's status.
- Maintains and updates organizational chart
- Prepares recruitment reports for submission to HR Director and other Senior Leadership
- Maintains accurate and complete employee files, assisting with the transfer of paper files into the organizations electronic filing system.
- Coordination of and representation at recruitment events
- Collects and submits Paid Time Off requests to Payroll Specialist; Maintains copies in Employee files
- Collaborates with IT to maintain company directory with extensions and cell phone numbers
- Completes exit checklist and assists with closing out term employee files
- Assists with staff training and development
- Prepares conference room for training, with seating and training materials as well as coordinating tech setup as needed (i.e. Skype, GoTo Meeting)
- Assists with the administration of employee performance appraisal system, for completion tracking
- Assists with updates to the Employee handbook, as needed.
- Assists HR Team and organizational leadership to update HR Policies and Procedures
- Supports organizational leadership to update Job Descriptions as needed.
- Assists with DHCS/CMS audit preparation
- Other HR functions as assigned

Competencies

- Excellent time management skills
- Highly organized and proficient at multi-tasking
- Detail oriented
- Personable and approachable
- Team player with the ability to go above and beyond basic job duties
- Human Resources Capacity
- Ethical Conduct
- Strategic Thinking
- Leadership oriented

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5:00p.m.

Required Education and Experience

- High school diploma or GED Certification as a minimum.
- An Associates, Bachelors or Master's degree within the field of human resources or human related field preferred.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.
- CPR-BLS Certified

Preferred Qualifications

- Three years of experience working in the Human Resource field
- Demonstrated PC skills in Word, Excel, and Microsoft Access.