



Job Title: Human Resources Coordinator

FLSA: Hourly

Reports To: Human Resources Manager

Direct Reports: No

### ***Position Overview:***

The **Human Resource Coordinator** will perform a variety of administrative tasks in support of the HR department related to hiring, onboarding and developing employees and employment related records.

### ***Duties/Responsibilities:***

- Onboarding – Administers background checks, employee eligibility verifications and new hire orientation and onboarding processes. Administers employee exit procedures and checklists.
- Performs data entry and administrative tasks in the Human Resources Information System (HRIS) related to employment records, status changes, new hire/rehire entries and terminations.
- Employee Engagement – Assists with employee recognition, wellness and employee involvement programs.
- Assists with benefits administration.
- Assists with time and attendance tracking in the payroll/HRIS.
- Helps maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Assists in the upkeep of employee handbook, employee directory, and organizational charts.
- Assist in ad-hoc HR projects.

### ***Required Skills/Abilities:***

- Excellent verbal and written communication and listening skills.
- Excellent interpersonal and conflict resolution skills for interacting with people from various backgrounds and experiences.
- Excellent organizational and time management skills with a proven ability to prioritize tasks and meet deadlines.
- Must act with integrity, professionalism, and confidentiality, and appropriately handle private/sensitive information.
- Strong decision-making skills.
- Proficient with Microsoft Office Suite and strong capabilities with Excel.
- Experience with HRIS, including ability to enter data accurately, and comfortable learning new technical systems as needed.

### ***Education and Experience:***

- High school diploma or equivalent
- 1 or more years' experience in an administrative role

### ***Preferred Qualifications***

- Associates degree or certificate in Office Management or related field.
- HR related experience in organizations with multiple facilities or locations.