**Human Resources Coordinator**

**Job Description**

|  |
| --- |
| **About The Position** |

|  |  |  |
| --- | --- | --- |
| Title Human Resources Coordinator | **Team**  Human Development | **Revised Date**  February 2022 |
| **Hourly or Salary**  Salary  **Safety Sensitive**  No | **Compensation**  $52,000 plus benefits package | **Reports To**  Senior Director of Human Development |
| **Direct Reports**  none | **FLSA Status**  Exempt | **Full-time/Part-time**  Full-Time |

# Position Summary and objective

The Human Resources Coordinator is responsible for improving the efficiency and effectiveness of the organization's human resources systems and processes. This position executes tasks to assist employees throughout the employment lifecycle and maintain compliance with all HR functions. Further, the position is integral in the team’s accomplishing programmatic tasks along a specific timeline.

# Essential Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

# The Coordinator shall energetically engage the following tasks including, but not limited to:

* Supporting the payroll function with accurate and timely information including submitting required information to external entities.
* Administer various employee benefits programs, such as group health, dental and vision, Dismemberment and Life insurance, Simple IRA, and wellness benefits.
* Reconcile statements and obtain statistical information.
* Provide assistance with questions and claims.
* Be an integral part of the recruitment and onboarding process including understanding skills needed for opening, active recruitment, interviewing, employee eligibility, on-boarding & orientation.
* Maintains forms and files of employee records
* Manages employee loans
* Process terminations including exit interviews
* Coordinate workers' compensation claims
* Liaison with Employee Assistance Program
* Responds to employment verification requests
* Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
* Benefits relationships: Health, Dental, Vision, Life, Simple IRA
* Maintain data and prepare reports related to employees and programming
* Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Supports safety goals and compliance activities organizationally.
* Trainee program maintenance
* Assist Senior Director of Human Development, Human Development Team and others as needed.

# 

# Competency - knowledge, skills, and abilities

* Extensive knowledge of employee benefits and applicable laws
* Excellent organizational skills and attention to detail.
* Excellent interpersonal and customer service skills.
* Extensive knowledge of office management systems and procedures.
* Ability to operate general office equipment.
* Excellent written and verbal communication skills.
* Ability to type 60 words a minute.
* Proficient in Microsoft Office Suite or similar software.
* Ability to maintain confidential information.
* Excellent interpersonal, counseling, and negotiation skills.
* Working understanding of human resource principles, practices and procedures.
* Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
* Expert knowledge of Equal Employment Opportunity and affirmative action requirements.
* Ability to function well in a high-paced and at times stressful environment.
* Strong analytical and problem-solving skills.
* Must be able to quickly learn and navigate database system

# Supervisory responsibilities

* None, this is a coordinating position.

# Work Location and Hours of Work

The chosen candidate must have reliable transportation to regularly attend work at office locations, as required.

* Car travel throughout the region will be common.
* Access to a company owned vehicle may be required on a semi-permanent basis.
* Occasional nationwide travel for conferences or meetings should be expected.
* The normal work week is Monday through Friday from 8:00 AM to 5:00 PM. Organization allows managers and employees to negotiate a flexible work schedule. Uncompensated overtime is infrequently required when necessary to meet critical deadlines or respond to emergencies.

# 

# Environment Conditions, Physical Activity, Physical Demands

* Light lifting (up to 15 LBS with or without accommodation).
* Prolonged periods sitting at a desk and working on a computer.

# Travel and Transportation Requirements

Candidates must provide reliable transportation to their primary work location. Organization has a limited fleet of vehicles and frequently carpools to minimize travel burdens on employees. Travel expenses (excluding commutes) may be reimbursed per organization’s policies and procedures.

# 

# Required Experience and Education

* Bachelor's degree in human resources or related field and/or equivalent experience.
* At least two years related experience required.
* SHRM-CP credential preferred.

# EEO Statement

Organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

# Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

# Background or drug test

Candidates for this position will be required to pass a drug test as a condition of employment. Candidates for this position will be required to have a background check as a condition of employment.

**Signatures**

This job description has been approved by:

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exec \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_