

Position Summary

The Human Resources Coordinator is responsible for various Human Resources functions, including administrative tasks, handbook development, recruiting, onboarding, workers' compensation, safety planning, employee records, and benefits administration. The primary function of this role is to be an additional support for the client account management team.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assisting with the onboarding of newly hired employees, including company policy and procedures reviews, processing employment documentation, ordering equipment, setting up system access, and benefit enrollment.
- Process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
- Redirecting HR related calls and distributing correspondence to the appropriate person of the team.
- Assisting with the recruitment process by identifying candidates, performing phone interviews, reference checks, issuing offer letters and completing pre-employment screenings, as needed.
- Responding to employee or client inquiries and resolving issues in a timely and professional manner.
- Assisting with all internal and external HR related inquiries or requests, such as compliance needs, benefits, and other pertinent information.
- Assisting with various adhoc HR projects.
- Establishing and maintain records and reports; recommending new approaches, policies, and procedures to effect continual improvements in efficiency and services performed.
- Performing other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Associate degree in Human Resources and two or more years Human Resources experience required, or equivalent combination of education and experience required.
- Ability to work independently with little supervision required.

- Ability to remain calm while working under pressure in a busy environment.
- Ability to work within timeframe of standard policies and procedures.
- Ability to maintain confidentiality related to sensitive company and employee information.
- Thorough knowledge of HR processes, principles, and federal/local regulations.
- Good organizational and time management skills.
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment.
- Proficiency in MS Word, Excel and Power Point is essential.
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other

than an “at will” relationship.