



Human Resources Coordinator

Title:	Human Resources Coordinator
Reports to:	Director of Human Resources
Classification:	Full-time, Non-Exempt
Travel:	Less than 5%
Last Revised:	October 2020

JOB DESCRIPTION

Summary/Objective:

The Human Resources Coordinator will meet organizational needs related to human resources administration and tactical support (employee files, reporting, etc.), staffing (full employee life cycle, including recruiting, on-boarding, employee relations, training and development, and off-boarding), and total rewards (medical benefits, retirement benefits, and many other employee perks). The role will support the Director of Human Resources in order to provide an exceptional employee experience to the organization's employee population.

Essential Functions:

- Supports administration of company-wide human resources policies, procedures, and best practices in accordance with organizational objectives as well as federal and state legal requirements
- Assists with general clerical duties, including but not limited to filing, mailing, and basic reporting; Provides administrative and tactical support for HR team
- Responds to employment verification requests in keeping with company policy
- Maintains HR compliance in labor posters and other legal and compliance matters
- Partners with benefits and retirement brokers to coordinate paperwork related to benefits, retirement plan, COBRA, worker's compensation, and unemployment claims; Support annual open enrollment meetings
- Leads all recruiting efforts for the organization as needed in partnership with hiring managers and executive team
- Submits and reviews pre-employment screening on all new hires
- Coordinate new hires, orientation materials, handbook, personnel files, etc. and all associated paperwork
- Conducts new hire orientation and partner with HR team to conduct seamless onboarding practices
- Supports additional staffing and retention efforts relating to internship program, job descriptions, recognition program, and leave of absence administration
- Assists in administering performance review process, including encouraging continuous feedback and documentation
- Plans team-building activities and regular staff events in partnership with admin team for employee engagement
- Leads efforts to transition to cloud based soft copy files and record retention as much as is possible, while fulfilling federal and state law, specifically employee files and database as well as payroll records

- Serves on company safety committee, leading training efforts and ensuring compliance
- Attends networking and local association events as requested to serve as a brand ambassador for the organization

Competencies Required:

Competency	Description
Communication	Skilled at communicating up, down, sideways, all around...expresses oneself clearly with written, oral, and interpersonal communication.
Problem Solving	Uses logic, with the end result in mind, to tackle a problem swiftly and come up with a plan to solve it.
Initiative	Identifies what needs to be done before being asked or before the situation requires it.
Results Oriented	Sets challenging goals, understands what resources need to be involved to achieve results, and meets or exceeds goals.
Team Player	Offers support for others' ideas and proposals; seeks opportunities to serve and jump in when needed; gives honest and constructive feedback.
Job Skill	Demonstrates depth of a knowledge and skill in a technical area related to their job.

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Four plus years of experience as an HR practitioner (or equivalent experience)
- Proficient in Microsoft Office Suite
- Strong written and verbal communication skills
- Bachelors or associate's degree in human resources or business administration preferred
- High degree of professionalism in managing sensitive issues and confidential data
- Strong interpersonal skills with the ability to lead and motivate others
- Detail-oriented with strong organizational, problem-solving, and analytical skills
- Good judgment with ability to make timely and sound decisions
- High attention to detail; Takes direction well
- Self-motivates toward results
- Non-profit experience, volunteering, or strong community involvement a plus