

Job Description

Title: Human Resources Coordinator	Reports to: HR Manager	Pay Status: FT/Non-exempt
Department/Program: HR	Interviewer:	Interview Date:

Scope:

The Human Resources Coordinator provides direct support to the Human Resource Manager.

Duties:

HR Coordinator Assists HR Manager with:

- Posting job openings in appropriate venues
- Recruitment and interview process, tracking status of candidates
- Collecting resumes, sending job applications to viable candidates
- Coordinating and scheduling applicant interviews
- Conducting background checks
- Telephone reference checks
- Exit interviews and termination appointments as requested
- Policy and procedure drafts and updates

HR Coordinator will:

- Schedule and conduct new hire orientation appointments
- Process all additional background searches as required by program
- Maintain all personnel files in a confidential system
- Maintain all personnel passwords in a confidential system
- Develop and maintain files in a confidential HR Department Share drive folder
- Responsible for Employee Census, Staff Photo Directory, and Employee wage tracking and updates
- Format staff photo ID's and send to Admin for processing
- Track all personnel activity, such as training included in the job description, driving records & driving authorizations and other necessary personnel information.
- Ensure notice of employee evaluations & required trainings are communicated to the program directors/coordinators on a timely basis
- Ensure all employee evaluations & required trainings are completed on a timely basis
- Administer health/dental/vision insurance benefits for all employees, inform bookkeeping dept. of additions, deletions.
- Participate in weekly management meetings
- Supervise Admin staff for HR related filing assignments
- Manage bulk mailings: funding requests, account deposits, transaction tracking, cross-training of staff
- Perform related work as assigned

Minimum Qualifications:

- 2 years working in Human Resources required
- Ability to work independently and as a team member
- Demonstrate good judgment and professionalism
- Good computer skills, proficient in Microsoft office and other software used for program related operations.
- Good organizational and time management skills
- A valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards.