

POSITION DESCRIPTION

Position Title:	Human Resources Coordinator
Department:	Operations
Reports To:	Manager, HR & Culture
FLSA Status:	Non-Exempt

SUMMARY

The coordinator assists with provides administrative support for HR-related functions including: recruitment; orientation and onboarding; benefit administration; safety; wellness programs; compliance; policy updates; performance management; and various strategic initiatives.

RESPONSIBILITIES

- Facilitates the recruitment process for all H&B hires, including job description revisions/updates, job posting, sourcing, applicant tracking, screening, testing, reference checking, and communication.
- Coordinates with Acrisure and internal H&B resources around new hire orientation and onboarding; collects feedback from new employees around initial H&B experience and disseminates appropriately.
- Assists with coordinating and updating materials for in-house training, such as respectful workplace, etc.
- Assists in the performance review process to schedule reviews, collect and combine information and deliver to manager.
- Responds to employee requests for time off balances as well as updates to addresses and name changes for payroll and benefits.
- Coordinates employee benefit enrollments and terminations, audits enrollments/terminations and produces billing for Accounting team.
- Reviews employment and labor law postings for each office and state and updates as needed.
- Maintains the corporate organizational chart for all entities.
- Coordinates new hire tree decorating and assists with employee event planning.
- Provides clerical support to HR and other departments as needed.

QUALIFICATIONS

Required:

- Minimum of 2 years as a Human Resources Coordinator or 1 year in HR and 3 years Administrative or Customer Service experience.
- Ability to be discreet and maintain confidential information.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Competent working within MS Office Applications (Outlook, Teams, Word, Excel and PowerPoint).

Travel Requirements:

- The employee will be required to travel locally and regionally approximately 15% of the time.