



HR Coordinator

Position Overview:

The Human Resources Coordinator provides support to the Human Resources Team's programs, processes, initiatives, and projects. This position is responsible for administering Human Resources programs setup and assisting with the onboarding of new hires; acts as the liaison for employees and managers for programs; assists in researching HR best practices and initiatives; assists with ad hoc reports; fulfills employment verifications; special projects related to training, performance management, payroll, benefits, etc. Responds to inquiries from employees, HR Team and vendors, while providing accurate and timely information and solutions. Responsible for general office administration as well

Primary Responsibilities and Essential Functions:

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Onboarding/Employment

- Processes new employee information into our HRIS, administers HRIS transitions related to the employee life-cycle (transfers, promotions, org changes and terminations).
- Conducts employment verification requests for active and former employees; collaborates to ensure background checks and drug screens are scheduled, completed, and results reported to appropriate (HR) personnel.
- Schedule candidate interviews, travel, and logistics in a timely and accurate manner
- Ensures appropriate postings of all Federal, State and local employment laws are current at all locations.
- Follows up with new employees to ensure training and performance goals are completed within required timeframes.
- Manages I-9 compliance.
- Manages various mailboxes including HR, Careers, Suggestion Box.
- Assists new employees in accessing their personal information (benefits, pay, training, etc.).
- Sets up new employee files and ensures that all tasks in the onboarding checklist are complete.
- Responds to employee and manager inquiries in a timely manner.
- Responds to notices such as unemployment, requests and protests in a timely manner.
- Ensures all termination tasks are complete for exiting employees.

Client and Program Support

- Liaison for employees and managers on HR programs, process, and initiatives.
- Makes appropriate recommendations for new and improved processes and carries through with implementation.
- Assists in maintaining HR files and monitors document retention and destruction of all HR documents.
- Maintains HR folders and electronic filing system.
- Assists with the administration of the performance management program.



-
- Completes various projects assigned to support the department. This may entail compiling information from HRIS; conducting research and analysis; designing forms, processes and communication; creating detailed documentation of processes, etc.
 - Assists in the coordination of department/company meetings and events.
 - Back up for government agency requests for data such as the EE0-1 report.

Office Administration

- Manages the mail, packages, shipping, etc.
- Maintains building badge log and request new badges.
- Orders and invoices management of supplies and concessions for conference rooms and common areas.
- Submits maintenance requests for office space.
- Administer suite preventative maintenance in café and common areas.

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills:

- Bachelor's Degree in Human Resources or equivalent defined as a minimum of 3 years related, combined experience in employment, education, knowledge, and skills that will enable the incumbent to proficiently perform the duties of the role.
- 1 – 3 years experience in any Human Resources discipline.
- High proficiency in Excel, PowerPoint, and Word.
- Familiarity with ADP WFN desired but not required.
- Familiarity with SharePoint desired but not required.
- Strong interpersonal skills including the ability to interact with a diverse range of people in a fair and consistent manner.
- Outstanding organizational skills and attention to detail.
- Strong problem-solving skills: ability to manage ambiguity with an open mind and positive attitude
- Evidence of sound judgement, professionalism, maturity, integrity, trustworthiness, and ability to maintain confidentiality of sensitive information.
- Ability to lift and/or push up to 40 – 50 lbs.
- May require limited travel.

Firma is an Equal Opportunity Employer. Firma does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need