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Position Profile- HR Coordinator

Reports to: Director of HR & IT

Skills and Competencies:

- Demonstrates excellent listening and communication skills.
- Strong interpersonal skills.
- Consistently follows through on commitments.
- Exhibits high-level intelligence, including emotional, critical, and analytical thinking.
- Possesses exceptional organizational and planning abilities.
- Demonstrates strong self-motivation and the ability to work independently.
- Ability to build relationships.
- Strong attention to detail.
- Able to manage multiple priorities.
- Strategic thinking in sourcing and talent pipeline development.
- Working knowledge of HR procedures, industry norms, and relevant regulations.
- Strong documentation and process-tracking skills.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Recruit, screen, and support the hiring of qualified candidates for open positions; collaborate with department managers to identify required skills and competencies.
- Manage job postings.
- Attend and assist with recruitment events and job fairs.
- Maintain and update employee records and HR databases.
- Coordinate employee onboarding and offboarding across systems and platforms.
- Administer health and welfare benefit plans, including enrollments, changes, and terminations; process required documentation through payroll and insurance providers to ensure accuracy and compliance.
- Perform administrative duties such as copying, mailing, scanning, and document management.
- Conduct or assist with internal audits and the preparation of required reports.
- Execute routine HR functions, including payroll processing, garnishments (e.g., Friend of the Court), benefits administration, 401(k) enrollments and changes, and leave management.
- Address employment-related inquiries from applicants, employees, and supervisors, escalating complex or sensitive matters as appropriate.
- Develop, document, and deliver internal training programs, including creating instructional materials, recording sessions, and presenting content to support employee development and operational consistency.
- Other responsibilities as assigned.

Education, Certifications and/or Experience:

- High School Diploma.
- Valid Driver's License.
- 2–3 years of experience in Human Resource field.
- Experience with full-cycle recruitment.
- Experience with applicant tracking systems.

Work Environment:

- Work will be primarily on-site and include some options to work from home. This is not a remote position.