



Job Title: Human Resources Coordinator
Job Code: 775
Department: Human Resources
Reports To: Human Resources Supervisor
Class Code: 8810
FLSA Status: Non-exempt
Prepared Date: 3/29/07, updated 10/1/15, 07/09/20

SUMMARY

This position assists the Human Resources Department with processing employees. This includes distributing and collecting employee paperwork, entering information into computer and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent service to guests, employees, and business partners.
- Assist in the recording and entering of employee information such as personal data, compensation, benefits, tax data, personnel changes, and termination date and reason.
- Process employment applications.
- Examine employee files to answer inquiries and provide information to authorized persons (i.e., EDD, Verifications of employment, etc.).
- Update, organize and file paperwork as needed.
- Answer phone calls, provide information, and relay messages to appropriate parties.
- Manage general Human Resources email inbox.
- Provide clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, and distributing checks.

REQUIRED SKILLS/ ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office.
- Proficient with or the ability to quickly learn human resource information system (HRIS), RTP and similar computer applications.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma required. Associate's degree or equivalent from two-year college or technical school preferred; or six months to one year related experience and/or training in business; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, employees and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.