



Genevive

Job Description: Human Resources Coordinator

Job Title: Human Resources Coordinator

Department: Business Operations

Position Summary: The HR Coordinator will be responsible for the administrative functions within the HR department including but not limited to employee files, HRIS, onboarding, benefit and recruiting administrative functions.

Supervision Received: Human Resources Manager

Supervision Exercised: None

Hours per Pay Period: 80 **Classification:** Full-Time Exempt
 Part-Time Non-Exempt

Required Qualifications:

- Bachelor's Degree
- One to three years experience of human resources
- Ability to work in a fast paced environment
- Excellent organizational and communication skills.

Essential Functions:

- Create, manage and catalog employee files in electronic format. Oversee transmitting paper files in electronic file format.
- Serve as the first point of contact for Human Resources including management of Human Resources inbox
- Maintain data integrity within payroll and HRIS system including job and salary changes, transfers and terminations.
- Provide administrative support for benefit enrollment
- Verify invoices for benefit providers
- Fill out employment verifications for current employees according to company policy
- Track licensure for providers
- Run background checks for providers and staff
- Create onboarding and offboarding documents for new employees
- Track new hire dates to correspond with various check in during the onboarding process
- Coordinate and schedule new hire orientations and benefit orientations
- Assist with processing of terminations
- Post positions on website and various recruiting outlets
- Assist in scheduling of recruitment interviews

- Communicate with candidates at various stages in the recruiting process including status updates and denial letters
- Assist with branding and marketing for recruiting purposes
- Assist with preparation of the annual review process
- Assist with tracking of worker's compensation claims
- Provide backup support for payroll processing
- Provide support for OSHA tracking and safety committee
- Provide support for various HR special projects as assigned

The 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 job functions.