



## **Job Description**

**Job Title:** HR Coordinator  
**Department:** Administration  
**Reports To:** HR Generalist  
**FLSA Status:** Non-Exempt  
**Updated On:** February 06, 2024

### **Job Summary**

The Human Resources Coordinator assists with the daily functions in HR, including recruiting, onboarding, processing payroll, benefits, and company policies. Maintains positive employee relations while providing administrative support to the department and employees.

### **Essential Duties and Responsibilities**

Include the following:

- Process payroll and complete payroll reports.
- Create and update reports for HR, payroll, benefits, etc.
- Reconcile benefit statements.
- Assist with staffing processes including recruiting, interviewing, and onboarding of new hires.
- Conduct background checks and employee eligibility verifications.
- Assist with job offers to candidates who meet eligibility requirements.
- Assist with employee inquiries, disciplinary meetings, terminations, and investigations.
- Process FMLA, STD, LTD, and Worker's Compensation claims.
- Maintain compliance with local, state, and federal laws and regulations, and recommended best practices.
- Ensure job descriptions are up to date and compliant.
- Ensure personnel policies are up to date and compliant.
- Communicate with staff on HR related updates and changes.
- Maintain employee records and ensure confidentiality of all records.
- Perform audits of payroll, benefits, HR files, records, and processes; and recommend corrective action.
- Make photocopies; mail, scan, and email documents; and perform other clerical functions.
- Prepare and label files.
- File documents into appropriate employee files.
- Assist or prepare correspondence as requested.
- Schedule meetings and interviews.
- Assist with planning and execution of employee events, etc.

- Greet and assist employees, patients, and visitors that come through our office space.
- Process mail as needed.
- Provide support to management and staff.
- Perform other duties as assigned.

### **Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer/patient service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with proven ability to meet deadlines.
- Ability to function well in high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, SharePoint, and OneDrive.

### **Education and/or Experience**

- Bachelor's degree in human resources or related field preferred.
- At least two years related experience required.
- SHRM-CP credential preferred.

### **Physical Requirements**

The physical requirements 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.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at a time.
- Must be able to access and navigate each department, and practice and endoscopy center locations.