

## **JOB DESCRIPTION**

### **Human Resources Coordinator**

***(Exempt)***

The Human Resource Coordinator will assume the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, leaves, and enforcing company policies and procedures in tandem with Prestige Payroll Administrators (a professional employer organization). Will work with EVP/CFO in all aspects of the department.

#### ***Responsibilities:***

- Recruits, interviews, and hires new staff for various departments.
- Ensures constructive and timely performance evaluations are submitted.
- Handles discipline and termination of employees in accordance with company policy.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, and retention.
- Liaise with Prestige Payroll Administrators when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- With the guidance of Prestige, will oversee employee disciplinary meetings, terminations, and investigations at the direction of EVP & CFO.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Performs other duties as assigned.

#### ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Some knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

#### ***Education and Experience:***

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

***Position Reports to Executive Vice President & CFO***