HR Coordinator Job Description

The HR coordinator is responsible for being a liaison between employees and the benefits programs offered by Mt. Si Senior Center. This person will assist with some aspects of recruiting including job posting and onboarding. This position will report to the Finance Manager. Salary: $65,000/year plus $1,050 per month is allowed for you to choose your benefits package (Medical, dental, vision, STD, LTD, etc.). There is also a 401(k) program that matches 100% up to 5% of your salary.

Responsibilities will include but are not limited to:

- Process creation for updating and enhancing our current systems
- Manage annual benefits renewal
- Work with accounting and manage accurate 401(k) input for employees
- Answer all employee benefits inquiries in a timely and professional manner
- Perform background checks on new employees and volunteers
- Administer portions of the FTA Drug & Alcohol program including random pool maintenance, and quarterly reporting
- Be the liaison between the company and L&I (through a third party administrator)
- Delivering total compensation letters annually
- Be the liaison between the employees and all company-offered benefits
- Conduct exit interviews
- Work with vendor to create compensation analysis for directors
- Keep personnel files with completed certification certificates
- Create and sustain a quarterly HR Newsletter to update employees on changes and new offerings
- Create and/or gain access to training sessions from outside vendors that are appropriate for supervisory level employees and within our budget
- Stay updated on HR law as it applies to companies of our size
- Maintain employee handbook and communicating changes to employees
- Provide information to support employees' understanding of policies and benefits
- Assist in development and implementation of personnel policies and procedures
- Ensures and maintains compliance with federal and state employment regulations
- Conducts new employee orientations, covering employment policies, requirements, and benefits and coordinates orientation schedule to meet with supervisors and other staff
- Other duties as assigned

To accomplish these duties, this position requires the following knowledge and skills:

- Proven ability to create and maintain compliant HR systems
- Good knowledge of HR laws as they apply to our company and employees – PRH or SPHR preferred
- The ability to work with management to achieve objectives
- Good writing skills for communicating with employees
- Ability to handle large amounts of data
- Ability to remain calm during an emergency and to follow related company procedures/policies
- Good organizational skills
- Good listening skills
- Empathetic attitude
- Ability to work with many different types of people
- Ability to sit for long periods of time
- Accurate typing skills and the ability to proofread work
- Ability to work with Word, Excel and PowerPoint as well as complex payroll program

- Exhibit support of the company and its policies and practices