

Job Title: Human Resources Coordinator
Department: Human Resources
Reports to: Director of Human Resources
Level: Exempt
Last updated: 8/1/21

The HR Coordinator (HRC) will assist the Human Resources Department with day-to-day responsibilities that further mission and vision of the Firm and Department. Candidate should be able to work independently and make informed decisions as needed. General knowledge of HR best practices and compliance will be necessary to assist department with various tasks including payroll, policy implementation and reporting. Candidate will be part of a team focused on success of the organization and will help support HR processes that align with the Firm's strategic plans.

The objective:

Support HR policies that are linked to and support the business goals and objectives of the firm, while assisting with programs and policies designed to positively impact culture, morale, diversity and quality of work life within the firm.

Essential Duties and Responsibilities include:

Firm Policy:

- Assist with payroll and new hire onboarding.
- Enforce Firm policies to ensure Firm remains compliant with federal and state laws.
- Have a strong understanding of HRIS system to ensure reporting supports leadership's needs.
- Oversee maintenance and communication of records required by law.
- Ensure employees understand and comply with Firm policies.
- Assist with reporting related to government compliance requirements.
- Have a general knowledge of HR policies and the ability to support and hold others accountable to following policy protocols.

Employee Relations:

- Assist with new employee orientation.
- Maintain personnel records, including adhering to retention protocols related to record retention.
- Assist with exit interviews and report information to the Director of HR to determine potential issues for the Firm.
- Respond to inquiries regarding firm policies, procedures and programs
- Maintain records of benefits plans participation such as insurance and cafeteria plan

Research:

- Identify need for modification of existing HR policies when issues present.

Kentucky
Indiana
Ohio

- Provide input and recommendations for policy development.
- Research benefit questions/updates/changes and appropriately direct or answer questions that may arise from employees.

Conflict and General Counseling Issues:

- Maintain supportive environment in which individuals feel comfortable addressing any and all issues they feel relevant.
- Maintain proper documentation of any employee counseling session.
- Assist with termination process as requested.

Education, Experience, and Skills:

- BA or BS Degree in a related field.
- 3-5 years or more of coordinator level experience in Human Resources as a generalist.
- Strong knowledge of ADP Workforce Now platform.
- Knowledge of Concur Expense Reporting platform ideal.
- Ability to gather and analyze data from Firm systems to support HR initiatives.
- Professionalism, integrity, honesty and a positive attitude essential.
- Superior interpersonal skills. Ability to get along with diverse personalities, tactful, mature, and flexible.
- Good reasoning abilities. Sound judgment.
- Results, people and quality of service oriented.
- Ability to balance and support business needs and priorities.
- Outstanding written and oral communication skills.
- Ability to effectively organize, prioritize, and handle multiple assignments simultaneously.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

Working Conditions:

- Minimal hazards. General office working conditions.

- Occasional heavy lifting.
- Periodic evening and/or weekend work.

By signing below I acknowledge I have read and reviewed this job description and understand my job responsibilities:

Employee Signature and Date

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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