

Job Title: HR Operations Coordinator

Starting Pay Range: \$19 - \$20 per hour.

FLSA Status: Hourly

Level: 2

Hours: Part time (20 hours/week)

Position Summary:

The HR Operations Coordinator is responsible for coordinating daily operations of the Human Resources and Operations department at IYG. They will assist in recruitment, maintenance of employee records, and processing PTO requests. They will also provide support to employees while working directly with the Sr. Director of HR to successfully accomplish all duties of the department.

Essential Responsibilities:

- Assist with day-to-day operations of HR, Operations, and safety functions.
- Provide administrative support for Human Resources.
- Compile and update employee records (hard copies and digital).
- Make informational and resource packets for employees and candidates.
- Assist in answering employee benefit questions.
- Enroll employees in systems as needed.
- Support the recruitment/hiring process by sourcing candidates, performing background checks, and answering questions.
- Coordinate schedules for interviews, new hire start dates, and orientations.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc).
- Coordinate HR projects and take minutes at meetings when requested.
- Assist with payroll by providing relevant data (absences, bonus, leaves).
- Communicate with other departments as necessary.
- Coordinate communication with others internally and externally.
- Conduct parts of the initial orientation to newly hired employees and interns.
- Other duties as assigned.

Reports to: Sr. Director of HR and Operations

Qualifications and Requirements:

- One or more years of experience in a professional setting.
- Experience in social work or work with youth preferred.
- Associate degree in human resources, education, or related field strongly preferred.
- Reliable with the ability to closely follow directions and multitask.
- Basic knowledge of labor laws, HR processes, and regulations.
- Excellent organizational and communications skills.
- Comfortable speaking in front of groups.
- Working proficiency in Microsoft Office.
- Discreet with the ability to maintain employee confidentiality.
- Outstanding interpersonal skills with a wide range of individuals.
- Vaccinated for Covid and provide proof before starting work.
- Able to pass all background checks.