



Job Title: Human Resources Coordinator
Status/Classification: Full-time, nonexempt
Supervisor: Human Resources Manager

Position Summary:

This position provides a high level of support to the Human Resources department. The activities will include but are not limited to: assisting the Human Resources Manager with HR and administrative tasks as requested; providing assistance with staff communications, including updating and organizing the Intranet site; development and implementation of internal systems for tracking and communicating information, organization and implementation of mandated training, tracking and reporting of EEOC-1 and OSHA statistics; overall coordination and maintenance of employee files and other files as needed for the HR department.

RESPONSIBILITIES:

Human Resources Administration:

- Create and maintain employee files, process and track employee documentation as needed which includes; Worker's Comp, FMLA and general Leave of Absence information.
- Update and maintain the employee Intranet and communicate monthly updates to employees.
- Coordination of mandatory training classes including logistical arrangements with trainers, locations and staff.
- Administer the in-person on boarding process with new employees as well as the Exit process with separating employees.
- Assist employees with the online HR/Benefits system.
- Provide information to employees on agency policies and procedures.
- Coordinate staff trainings, meetings and employee events.
- Provide administrative support to the HR Manager.
- Provide support to recruitment activities.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum of 1 year providing HR support (3-5 years of strong administrative supportive may be substituted).
- Ability to maintain professional demeanor and uphold very high confidentiality standards at all times.
- Intermediate to advanced skills using MS Office.
- Strong verbal and written communication skills.
- Proven ability to work independently and as a team player.
- Bachelor's degree preferred.
- Must have own transportation, a valid CA driver's license, and proof of auto insurance.

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