



*Empowering Seniors and Caregivers*  
*Senior Helpline 1-800-642-5119*

**Position: Human Resources Coordinator**    **Date: 11/25/2024**

**Reports to: Operations Director**

**Department: Administration**

**Status: 32-40 hours week**

**Approved: John T. Mandeville**

**Job Function:** The Human Resources Coordinator will work as part of the administrative team to support recruitment, hiring, orientation/onboarding, retention and termination processes. They will also maintain employee files, insurance enrollments, payroll preparation and other workforce development projects. This person will work with the administrative team to support the Front Desk coverage as needed.

**Essential Functions:**

1. Gather timesheets, check expense totals, prepare spreadsheet for Operations Director
2. Retirement account enrollment and plan summary
3. Insurance enrollments (vision/dental/medical) including open enrollment changes and creditable coverage notification
4. Maintain Lists
  - a. Initial and ongoing background checks for staff
  - b. Birthday list
  - c. Emergency contact list and emergency phone tree
5. New employee recruitment in coordination with Development & Communications
  - a. Advertising
  - b. Follow up on applicants
  - c. Set up interviews
  - d. New employee paperwork
  - e. Background checks
6. Maintain personnel files
  - a. Scan paperwork to employee files
  - b. Compliance reviews



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7. Serve as Personnel Committee Chair
  - a. facilitate quarterly or as needed meetings
  - b. provide summary information and/or presentations to Management Team
8. Serve as Worksite Wellness Committee Chair
  - a. facilitate monthly or as needed meetings
  - b. provide summary information and/or presentations to Management Team
9. Front desk coverage
  - a. Occasional front desk coverage
10. Other projects as assigned

Knowledge, Skills and Abilities:

1. High school degree required, Associate's or computer certification preferred
2. 2-3 years of office based administrative experience
3. Excellent computer and data entry skills
4. Accuracy and attention to detail
5. General knowledge of Microsoft Office with emphasis on Excel, Word and Outlook.
6. Ability to learn and use online database system
7. Ability to maintain confidentiality a must
8. Ability to interact professionally with staff and the public, including seniors and people with disabilities

Physical Demands:

1. Ability to work in sedentary job
2. May require lifting up to 25 pounds



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Mental Demands:

1. Attention to detail and deadlines
2. Ability to multi-task
3. Ability to deal with interruptions and/or work while other things are happening nearby

Working Conditions:

1. The ability to work independently and as a team is crucial
2. Private office