

Job Description

Position: Human Resources Administrative Coordinator

Program/Department: Human Resources

Reports to: HR Manager

Work Location: 151 Lawrence Street

Hours: Full Time Part Time Hourly

Responsibilities:

- Responsible for electronic personnel file management including scanning documents and hire packets to ensure personnel files are complete
- Conduct internal audits to ensure all the documents are in compliance
- Work collaboratively with other HR staff to assemble personnel file documents and other documents in preparation for audits
- Process background screening compliance requirements for employees, interns, and volunteers as needed
- Compile materials for new staff orientations, job fairs, and other meetings and events
- Prepare and send employee correspondence and necessary training presentation materials
- Provide administrative support to the HR Department
- Provide timely and responsive customer service to BCS staff
- Maintain HR shared drives
- Assist with HR staff initiatives
- Order supplies

Qualifications Required:

- AA degree required; BA candidates are encouraged to apply as well.
- Minimum of two years of relevant experience required.
- Excellent interpersonal skills and strong commitment to customer service.
- Strong computer skills; including Word, Excel, PowerPoint, and Outlook.
- Must have strong attention to detail, accuracy, and superb organizational skills.
- Ability to work independently, as well as working as part of a team.
- Must be able to multi-task and be flexible with changing work assignments and priorities as needed.
- Interest in learning and contributing to a growing human resources department.

How to apply:

[Click here to apply to the Human Resource Administrative Coordinator role](#)