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## JOB POSTING

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**POSTING DATE:** 9/21/2017

**POSITION:** HUMAN RESOURCES COORDINATOR

**CLOSING DATE:** OPEN UNTIL FILLED

**STATUS:** PART TIME NON-EXEMPT

**REQUIRED EXPERIENCE:** 2-3 Yrs. of HR Experience    **BASE:** \$15/HR

**REQUIRED EDUCATION:** B.A. Preferred; High School Diploma / GED Required

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### JOB DESCRIPTION

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The Human Resources Coordinator provides administrative support to the Director of Human Resources on all personnel matters and completes payroll processing. This position will be under direct supervision of the Director of Human Resources.

#### Responsibilities

- Performs customer service functions by answering employee requests and questions.
- Makes photocopies, faxes documents and performs other clerical functions.
- Assists in conducting benefits enrollment for new employees.
- Verifies I-9 documentation and maintains books.
- Assists with recruitment, interviewing, hiring, orientations, and terminations.
- Submits the online investigation requests and assists with new employee background checks.
- Performs payroll processing.
- Partners with accounting department to reconcile payroll deductions.
- Conducts audits of various payroll, benefits or other HR programs and recommends any corrective action.
- Updates HR spreadsheets.
- Process employee change requests and paperwork.
- Assists with the preparation of performance reviews.
- Assists with various research projects, surveys and/or special projects.
- Schedules meetings and interviews as requested by the Director of HR.
- Schedules conferences by reserving facilities both onsite and offsite.
- Assists with maintenance of the employee handbook with updated resolutions and other pertinent information, as needed.
- Prepares, maintains and ensures personnel files are complete and audits annually.
- Follows up with any work related or site (volunteer/customer) injuries.
- Assists and/or prepares correspondence.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- Performs other duties as assigned.

#### Knowledge and Skills Required

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
  - Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
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- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

#### **Work Environment**

- Potential for exposure to zoonotic diseases
- Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

#### **Physical Requirements**

- Ability to drive a vehicle
- Willingness to work weekends, holidays, and off-hours, on occasion

#### **Additional Attributes**

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.
- Willingness to report safety violations and potential safety violations to appropriate supervisory or management personnel

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