

Human Resources Coordinator

Performs a full range of time sensitive, highly confidential administrative duties for the Human Resources Department that require excellent judgment. Handles project-oriented duties and HR research as needed in a timely manner. Position requires in-depth knowledge of Authority policies and procedures requiring a high degree of judgement, customer service skills, reliability and confidentiality.

This position serves as the primary relief for the receptionist and performs relief receptionist duties on a scheduled basis. Assists with training temporary receptionist during the absence of the receptionist; assists with recruiting of Authority's Summer/Seasonal Internship Program including recruiting, reference checks and new internship orientation. Provides recruiting support to other vacancies including but not limited to: posting job vacancies, attending job fair/events, scheduling interviews, sorting application materials and conducting new hire orientation; handles the payment processing of vendor invoices through the JD Edwards accounting system. Provides reports on expenses paid to HR vendors; acts as primary on coordinating special projects including researching/compiling information in cooperation with HR department staff; handling proof of insurance when driving personal vehicle and verifying the Authority's authorized driver's list; handles Employee Recognition/Rewards process. Coordinates Recognition Award activities.

Qualifications:

- Requires at least two years of college, an undergraduate degree preferred
- At least 10+ years administrative office experience and proven customer service experience
- At least 3 years of HR experience
- Ability to handle highly confidential information
- At least 3 years of ADP Workforce Now/Benefits, recruiting and performance management experience, including reporting
- Proficient in Windows XP, MS Excel, MS Word and Outlook
- Excellent administrative skills, high degree of dependability, confidentiality and discretion a must

All candidates must be prepared to provide a writing sample and participate in an office skills test during the interview process.

Excellent benefits package, including 401 (k); immediate vesting:

To apply, please submit your resume to:

<https://home2.eease.adp.com/recruit/?id=19148102>

EOE