



Job title	<i>Human Resources Coordinator</i>
Reports to	<i>Payroll Supervisor</i>

Job purpose

The Human Resource Coordinator provides administrative support to the payroll department including record-keeping, file maintenance and HRIS entry. This position assists with benefits-related problems and employee relations issues. The HR Coordinator also serves as a backup payroll processor as needed.

Duties and responsibilities

1. Provides Human Resources support.
 - Processes 401k deductions and changes.
 - Point of contact for benefit deductions, changes, and enrollments to the payroll team.
 - Completes Forms I-9, verifies I-9 documentation and maintains personnel files.
 - Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
 - Assists with the preparation of the performance review process.
 - Assist with unemployment claims as needed.
2. Customer Service
 - Performs customer service functions by answering employee requests and questions.
 - Assist in problem resolution by researching and investigating the issue.
 -
3. Process payroll
 - Works as a back up payroll processor to coverage staffing shortages, absences, and vacations.
 - Work with facility to close timecards for payroll processing.
 - Import / process payrolls.
 - Verifies bonuses, enters benefit arrears and reimbursements, as necessary.
4. Other duties as assigned.
 - Works with the payroll payroll seniors to complete ad-hoc projects as needed.

Qualifications

A successful individual in this role will:

- Have basic computer knowledge and communication skills

Specific requirements:

- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Able to learn new systems and policies
- Possess excellent verbal and written communication skills



- Bachelor's degree or equivalent experience.

Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers, as well as focused concentration at a computer workstation.

Physical requirements

This role has no specific physical requirements.

Approved by:	_____
Date approved:	
Next annual review:	