



TITLE: Human Resources Coordinator

SUMMARY:

The Human Resources Coordinator is responsible for supporting the Human Resources department for day-to-day administrative duties, including the coordination of interviewing applicants, supporting onboarding practices and the logistical coordination of internal programs and events such as training, employee appreciation and open enrollment. This position will report to the AVP HR Officer.

HR DUTIES AND RESPONSIBILITIES:

- Coordinates New Hire Onboarding: Initiate process under Community of Care procedures, new hire packets, onboarding agendas, and new hire lunch & learns.
- Responsible for employee status changes. Maintain Security Administration notifications for new hires, transfers, title changes and terminations. Follow through with responsibilities of status changes in ADP system, BAI and Capnet and logistical considerations such as office space, business cards, name plates and packets for new hire or termination process, etc.
- Maintains personnel records in ADP and physical files, ensuring files are compliant, up to date and organized properly.
- Run and analyze reports for employee head count, retail branch hours and reconciliations in BAI and Capnet to ADP reports.
- Coordinates recruiting process, responds to employment inquiries, maintains job requisitions & postings, schedules interviews, and maintains Applicant Tracking System.
- Process billing for Medical, Dental, Vision, AFLAC and United Way.
- Administers reward and recognition programs such as Fun Friday events, Employee Anniversaries and jean days.
- Provides logistical coordination to training programs and or companywide events as needed.
- Partner with members of the HR team to support department initiatives such as annual benefits open enrollment, United Way Campaigns, Employee Appreciation, and Semi-Annual Meeting among others.
- Prepare Holiday gift certificates for employees, retirees and BOI members annually.
- Maintain Retiree Spreadsheets including Health Benefits and Life Insurance ensuring correct information on file. Process end of year Retiree letters with updated health and dental rates.
- Maintains Branch & Department inventory of medical supplies and Federal Labor Law posters for compliance.
- Create lean procedures for day to day functions such as HR calendar, business cards, jeans days etc.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

The ideal candidate will have an Associate's Degree; two years related experience and/or training; or equivalent combination of education and experience. Related work experience may substitute for education.

TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:

Advanced computer skills using Microsoft Word, Excel, and PowerPoint required, in particular working with reports and data. Experience with ADP Workforce Now, preferred.

OTHER SKILLS or ABILITIES

Strong writing/grammatical skills and the ability to effectively communicate, both written and verbally a must. Time Management skills are critical and must be able to prioritize and respond to employee matters in a timely manner. This position requires a high degree of professionalism, discretion and confidentiality at all times.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Business banking environment. Professional demeanor is required at all times. The noise level in the work environment is usually moderate.