Title: Sr HR Coordinator

Essential Function

Under general supervision from a designated administrator, review, analyze and facilitate the implementation of HR processes within an organization.

Characteristic Duties

Will coordinate HR functions for an operating unit

Work with Talent Acquisition on job postings, recruitment, and selection process.

May prepare job postings to fill vacancies.

May facilitate employee evaluation process and review employee retention programs and policies

Coordinate payroll processing for organizational unit

Acts as Personnel Change Request (PCR) initiator for organizational unit

Analyze various HR data for quality improvement recommendations.

Coordinate project management functions for an org unit

Assist with implementing policies to ensure compliance with federal and state regulations

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with at least three (3) year of experience; -OR- Associate’s degree with five (5) years of experience; -OR- seven (7) years of experience. Degree must be in business, human resources or related field. Master’s degree preferred. Requires advanced computer and software knowledge, strong written and verbal communication skills and multi-tasking and the ability to work with a diverse group of people.