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*HR Coordinator*  
Southeastern Community & Family Services, Inc.  
**Job Description**

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Southeastern Community & Family Services, Incorporated is an Equal Employment Opportunity Company, and is non-discriminatory and ethical in all matters.

Classification: Non-Exempt

Dept: Administration

Location: Administration

The HR Coordinator is responsible for providing administrative support to the daily operations of the Human Resources Department. He/she will assist the HR Director in every aspect of human resources-benefits, employment, recruitment and other projects as assigned.

**Reporting Relationships**

**Reports to:** HR Director

**Manages:** N/A

**Key Relationships:** Chief Executive Officer, Administrative Staff, Board of Directors', agency staff, as well as other state agencies

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**Principle Duties and Responsibilities** include those listed below as well as other duties as assigned by the HR Director.

- Organize and maintain employee files, ensuring completion, accuracy and confidentiality.
- Familiar with HR policies and procedures
- Strong initiative in preparing special projects and programs
- Develop agency reports as it relates to human resources
- Become familiar with agency Policies and Procedures as it relates to Human Resources
- Provide functional guidance and direction to employees regarding benefits
- Assist employees with the completion of benefit enrollment forms
- Be involved in the preparation of written employee communications
- Assist and plan employee meetings and events
- Undertaking quality checks of selection and recruitment processes and reports
- Execute I-9 certification; create new cases and resolve open cases in E-Verify
- Assist the HR Director with activities to include job fairs, updating employment website and special projects as needed.
- Data entry of employee records in HRIS
- Assist with full recruitment cycle-recruitment, interview, selection etc.
- Prepare interview packets and new hire orientation documentation
- Training and development in the absence of the HR Director
- Ability to work closely with Payroll/Accounting department in regards to benefits and deductions
- Attend HR related workshops and conferences

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**General Knowledge/Skills Requirements:**

- Ability to work independently
  - Exceptional proven organizational and time management skills.
  - Solid knowledge of Microsoft Office and navigating skills
  - Strong communication skills (both written and verbal)
  - Attentive to detail; understanding the importance of accuracy
  - Maintain strong confidentiality of agency documentation and matters
  - Team player, reliable, trustworthy, flexibility and adaptability to change
  - Good judgment and decision making skills
  - Multi-tasking of diverse projects
  - Foster working relationships with staff/co-workers
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**Working Experience Requirements:**

- A minimum of one to three years of experience working in human resources or related field.
  - Experience dealing with diverse work groups.
  - Experience working on medical, dental, vision, life and disability plans preferred.
  - Experience facilitating trainings, special projects and programs, which requires strong initiative and work ethic
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**Educational Requirements:**

A Bachelor's Degree in Business Administration, Human Resources or related degree and one to three years related Human Resources experience OR and equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

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