



Position: Human Resources Coordinator
Reports to: Chief Operating Officer
Compensation Status: Full Time - Salary

POSITION SUMMARY:

The Human Resources Coordinator aids and facilitates human resource processes for Together. This position works closely with the Chief Operating Officer who serves as the Chief HR Officer for the organization. This position helps resolve benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource Coordinator makes certain that plan requirements are followed. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and data entry.

ESSENTIAL JOB FUNCTIONS:

- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with processing of enrollments, changes and terminations.
- Aids with new employee orientation.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process. Tracks status of candidates and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the Chief Operating Officer.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepares new employee files.
- Processes mail.
- Performs other related duties as assigned.

ABILITIES and SKILLS:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

EDUCATION and EXPERIENCE:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years of related experience required.

**Interested parties should apply by sending a cover letter and resume to:
Kris Hess, SHRM-CP, PhD
Chief Operating Officer
Khess@togetheromaha.org**