

JOB DESCRIPTION

The HR Coordinator overall purpose is to process biweekly payroll through third-party vendor, provide administrative support for HR and Church Health Scholars Program, serve as the liaison to the Church Health Safety Committee, process worker's compensation and unemployment claims, maintain records on employee vaccination status and assist with events coordination as needed.

RESPONSIBILITIES

Payroll Processor

- Enters, maintains, and processes biweekly payroll for exempt and nonexempt employees.
- Ensures hours, rates, salaries, deductions for taxes, benefits, and other deductions are entered accurately.
- Issues physical and replacement checks or direct deposits into HRIS system.
- Generates payroll reports for reconciliation.

Learning Programs/Scholar Support

- Posts job descriptions, disseminates information to colleges and universities for annual recruitment cycle.
- Organizes and screens Scholar applications, schedules interviews with hiring managers.
- Assists with coordinating Scholar meetings and educational sessions; serves as an ongoing source of information & support to Scholars.
- Coordinates Scholar exit interviews and termination paperwork.

General Safety, OSHA, and Worker's Compensation

- Provides support for employee safety training.
- Creates and updates training agendas and materials while tracking completion of training.
- Works with Church Health Compliance Officer to ensure safety plan is updated and current, and that current safety laws are posted throughout work areas.
- Assists in the administration of worker's compensation and first report of injury claims.
- Maintains injury and incident logs, OSHA logs and legal postings; prepares annual OSHA report.
- Coordinates annual employee vaccination program for all staff.

Administrative Support to HR

- Completes verifications of employment.
- Conducts reference and background checks.
- Assigns and documents receipt of key cards, creates employee badges.
- Creates and maintains all employee personnel files and I-9 documentation.
- Codes credit card expenses and coordinates check requests.
- Prepares other reports for salary administration and staff giving.
- Assists HR Director with clerical needs.

- Assists with coordination of CH employee activities and events as needed.
- Serves as HR member of Staff Health Board.
- Orders supplies for HR Team.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree from an accredited College and/or University in Human Resources, Business Administration or other related fields required. PHR preferred.
- Two (2) years of administrative experience in HR, including experience with employment, safety, worker's comp, training, and payroll. HRIS experience is a plus.

SPECIAL SKILLS & KNOWLEDGE

- Knowledgeable and experienced of payroll laws/regulations, OSHA laws/regulations, safety, employment and EEO compliance required.
- Sound knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Excellent verbal and written communication, organizational, interpersonal, and group presentation skills.
- Possess strong ability in exercising good independent judgment, paying attention to details, prioritizing and handling multiple tasks and projects concurrently.