



Vertical Bridge Job Description

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| Job Title: | Human Resources Coordinator | Date: | 4/12/18 |
| Department: | Human Resources | Location: | Boca Raton |
| Reports To: | Senior Director Human Resources | FLSA Status: | Non-Exempt |

Summary:

The Human Resources Coordinator assists with the administration of the day-to-day operations of the human resources department.

Job Functions:

1. Provide administrative support in the areas of staffing and recruiting including setting up and coordinating interviews, completing pre and post hire testing, onboarding, and coordination of new hire paperwork and benefit enrollment
2. Assist with data input into HRIS – new hires, terminations, status changes, benefit deductions, employee information
3. Maintain and ensure compliance on employee records (employee and independent contractor files and any other HR related records)
4. Welcome new employees to the organization and provide guidance on their first day
5. Assist with required documentation required for processing of bi-weekly payroll
6. Assist with all large HR projects such as open enrollment, performance management, bonus planning, and company meetings
7. Process all incoming HR mail and complete required action and/or distribute as needed
8. Assist with employee questions related to HR policies, benefits, recruiting and payroll
9. Coordinate employee activities and monthly birthday celebrations
10. Additional responsibilities and tasks as defined by the Senior Director of Human Resources

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel.

Education and Experience:

1. Associates degree required. Prefer four-year degree, preferably in Human Resources, Business, Finance or other related field
2. Minimum two years of Human Resources experience
3. Experience using a HRIS and/or payroll system is a plus
4. Proficient user of Microsoft Outlook, Word, Visio, and Excel. Excel skills must be above average.
5. Maintain all company information in the strictest confidence and adhere to confidentiality guidelines
6. Strong customer service skills. Ability to effectively communicate with a broad variety of people, in person, by telephone, and in writing
7. Demonstrated mastery balancing multiple tasks, highly organized and attention to detail required
8. Effective in an entrepreneurial culture, working independently and as part of a team



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