



## **JOB DESCRIPTION**

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### **HR/Administration Coordinator**

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Executive Manager of Administration

**EFFECTIVE DATE:** 05/2018

#### **SUMMARY**

The HR/Administration Coordinator assists and performs administrative duties supporting the following departments: Human Resources, Communication, Information Technology and Education. Including but not limited to: HR administration, recruitment, training, correspondence/memoranda, and general administrative duties. This position reports directly to the Executive Manager of Administration.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform a wide variety of clerical, administrative, and office support duties in support of GBRA.
- Provides customer service, both in-person and by telephone; takes and relays messages; answers questions from employees regarding benefits and offers guidance regarding HR policies and procedures; responds to employment verification requests.
- Schedule and organize Open Enrollment & Health Fair meetings; assist with and attend employee benefit and health fair briefings.
- Maintains job descriptions and prepares job postings; notify potential candidates of employment interviews; prepares certification documents.
- Coordinates post-offer, pre-employment drug screenings and other screenings as may be required.
- Process Family and Medical Leave Act paperwork and maintain eligibility and tracking of all FMLA hours
- Initiate & prepare all necessary forms and correspondence related to Personnel.
- Work closely with Records Management regarding employee records, files and correspondence.
- Perform a variety of general office support duties; make copies; maintain a calendar of activities, meetings, and various events for assigned staff.
- Provide administrative support to Communication, IT, and Education departments as directed by the Executive Manager of Administration
- Other duties assigned.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of Human Resources methods and procedures.
- Knowledge of Business Administration principals.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel)
- Work under steady pressure with frequent interruptions.
- Ability to coordinate activities and meet critical deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of a day.
- Exercise good judgment and maintain confidentiality in maintain critical and sensitive information, records, and reports.
- Perform related duties as assigned.

## **EDUCATION/CERTIFICATIONS**

High School diploma or GED; Bachelor's Degree in Business Administration or Human Resources preferred.

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy.

## **EXPERIENCE**

3+ years of experience in Human Resources Administration

## **MANAGERIAL RESPONSIBILITIES**

No

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**ACKNOWLEDGEMENTS**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.