

Human Resources Coordinator

Team: Operations Group

Reports to: HR Manager

FLSA Status: Non-Exempt

Salary Grade: 15

Primary Objective of Position

The Human Resources Coordinator (HR Coordinator) is responsible for overall HR support and administration across the department. Their primary duties involve supporting the day-to-day operations of the department and administrative tasks across the employment life cycle. This includes coordinating and supporting recruitment efforts, maintaining personnel and department records, administering and auditing benefits, administering employee appreciation programs, and supporting the HR Manager on a variety of special projects. The HR Coordinator is both an employee facing and back-end administrative position which requires skills in both employee service and support as well as accurate data entry and reconciliations. This is a high volume/high demand position managing multiple activities with time-sensitive deadlines.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and initiative, and attention to detail. Working at Meridian requires the ability to excel in a team environment and juggle multiple deadlines and project teams.

Essential Areas of Responsibility

HR ADMINISTRATION

- Maintains HR records across a variety of systems. Ensures proper documentation according to organizational policies and regulatory compliance. Administers the HRIS software and ensures all personnel data is accurate and treated confidentially. Assists with systems implementation.
- Responds to all internal and external inquiries related to employment record, hiring, benefits, and HR system technical support. This includes but is not limited to employment verifications, candidate questions, and employee questions.
- Tracks and administers a variety of HR processes, including performance management and reviews, staff training and professional development, and compensation and payroll.

- Coordinates employee-centered communications across a variety of platforms including email, HRIS, SharePoint, and recruitment websites, in partnership with the HR Manager.
- Researches and collects information to support decision-making for HR projects through online research, note-taking on external calls, and development of staff surveys. Summarizes results in both written and verbal formats.
- Refreshes knowledge of local and federal HR laws the organization is required to adhere to; maintains a commitment to professional development.
- Plans and participates in the coordination organization-wide events and efforts to support employee culture and team building. This includes new staff welcomes, cohort- or office-level team building, holiday parties, staff farewell events, etc.
- Provides clerical support including drafting letters and emails, completing forms and applications, and scheduling meetings.

BENEFITS ADMINISTRATION

- Administers employee benefits, including recordkeeping and compliance. Maintains employee and group benefits files, ensuring accuracy of the benefits administration portal.
 - Advises and informs employees of the details of the company's benefit programs, including new hire benefits orientations. Resolves benefit-related issues and responds to queries and requests in a timely manner.
 - Manages Open Enrollment including updates to rates and building new plans into the benefits administration system. Provides reports on enrollment and rate changes to payroll for processing. Updates internal documents as needed for payroll contribution and plan level changes.
- Reconciles monthly benefit invoices to ensure accuracy and facilitate payment approvals and completes quarterly audits of benefits plan enrollment records and payroll records to correct discrepancies.
- Ensures compliance with applicable government regulations. Ensures timeliness and accuracy of required reporting including preparation of the W2 reporting, IRS 5550, ACA Reporting, EEO-1, and other compliance reporting.

HIRING AND ONBOARDING

- Maintains HR and recruiting technologies. Sets up new positions, supports Meridian staff with technical support, administers communications with candidates, administers the candidate selection process, and maintains candidate records in line with local, state, and federal compliance.
- Maintains list of recruitment relationships and websites by job type for posting positions.
- Processes reference checks and shares information with hiring teams for use in decision making.
- Upon notification of employment offers being accepted, is the single point of contact for new hires. This includes coordinating with other staff for onboarding, scheduling new hire orientations, and developing and updating new hire resources.

Knowledge and Skills Required

- 3-5 years' experience in Human Resources roles, with:
 - At least 3 years' experience administering employee benefits, including healthcare under ACA, 401k retirement plans, disability, workers compensation, and employee leaves.
 - HR and payroll experience across a variety of US employment jurisdictions.
- Associates degree in business, finance, accounting, or a related field or equivalent work experience. PHR or SHRM-CP HR certification preferred.
- Familiarity with ACA, COBRA, ERISA, FMLA, state and federal employment laws and regulations. Knowledge of employment laws in Colorado or Washington, DC preferred.
- Exceptional follow-through and attention to detail. Timely and accurate execution of administrative HR responsibilities and compliance activities.
- Exceptional organizational and time-management skills with the ability to juggle a high volume of transactions and multiple projects at a time.
- Excellent time management and organization skills. Must have the ability to multi-task and work in a fast-paced environment, re-prioritize based on business demands coupled with a strong sense of urgency.
- Is self-directed and motivated. Take initiative to identify and anticipate needs and make recommendations for implementation.
- Excellent written and verbal communication skills, an effective and active listener, including the ability to present, review, and explain detailed information with employees at all levels.
- Effective interpersonal skills. Possesses a positive, service-oriented attitude and maturity in handling confidential situations and documentation. Exercises sound judgment when dealing with employee issues.
- Exhibits commitment to equity and social justice in the work they do across work areas. Experience effectively working as part of a team composed of people with different workstyles and cultural backgrounds.
- Highly proficient in the Microsoft product suite; especially Excel, Teams, and SharePoint. Experience administering HRIS/ATS systems, specifically SynCHR by Prime Pay.

Additional Requirements

- Required to conduct themselves in a courteous and professional manner at all times.
- Ability to use office equipment such as a computer, keyboard, and calculator.
- Ability to work outside of normal business hours as needed and in order to support employees across multiple time zones.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Acknowledgement:

(employee)

(date)