

The Human Resources Coordinator reports to the Executive Director with a dotted line to the Controller and assists with recruitment, onboarding/offboarding, benefits administration, and payroll. This position requires the Human Resources Coordinator to be detail-oriented, organized, thorough and accurate, with the ability to prioritize and follow up on critical tasks. This is a very fast-paced environment; this role requires a self-starter who is willing and open to learning new skills as well as taking the initiative and being proactive.

Key responsibilities

Recruiting

- Supporting the Firm's recruitment process by posting job openings and performing initial vetting of candidates for Firm positions.
- Identifying candidates via resume submissions, proactive outreach through relevant job boards (as necessary) and working with external recruiters.
- Responsibilities also include conducting phone screening interviews and scheduling additional interviews as warranted, coordinating communication with candidates and providing recommendations.
- Responsibilities also include performing reference checks and reviewing internal background checks.

Onboarding/Offboarding

- Responsibilities include coordinating onboarding and off-boarding activities for new and departing employees.
- Preparing new hire welcome correspondence and initial orientation scheduling, assisting with new hire paperwork and conducting new employee orientation, processing I9s, tracking new hire tasks and policy acknowledgements, conducting exit interviews, preparing termination materials.
- Additional responsibilities include tracking and completing necessary new hire conflicts checks.

Benefits Administration

- Assist Controller with the administration of employee benefits programs, including enrollments, new hires, changes, and terminations. Assists with administration of employee benefits plans, including healthcare, life, disability (including claim forms), 401(k), and other health and welfare benefits programs; assists employees with annual open enrollment
- Ensure compliance with federal, state, and local employment laws and regulations and perform audits as required.
- Assist with the preparation of HR reports and analytics as required.
- Serves as point of contact for employees on benefits administration and develops the ability to answer basic questions on Firm HR policies, procedures, and programs.

- Responsible for staying current on regulatory changes, and new technologies in human resources, talent management, and employment law, with the ability to make recommendations as necessary.
- Ability to identify and implement HR Compliance and Risk Management process improvements on an ongoing basis.

Payroll

- Collaborate with the Accounting Team to process semi-monthly payroll and help manage timecards bi-weekly.
- Review payroll for California specific exceptions.
- Assist accounting team with ad hoc projects.

HR Department

- Support the implementation of HR policies and procedures.
- Maintains personnel files for active and terminated employees.
- Assist with ad hoc HR projects, as assigned.

Required Skills

- Strong discretion, with the ability to recognize confidential, sensitive, and proprietary information and maintain confidentiality.
- Ability to exercise care and discretion with confidential and sensitive materials.
- Strong sense of accountability, taking responsibility over projects and responsibilities and resolving issues proactively.
- Excellent interpersonal and communication skills (oral and written), professional demeanor, and presentation.
- Ability to establish and maintain effective working relationships with all levels of the organization and collaborate well in a team.
- High attention to detail, outstanding organizational skills, and the ability to manage time effectively.
- Ability to work under pressure to meet strict deadlines and effectively prioritize multiple tasks.
- Strategic thinking and active-listening skills.
- Ability to identify issues, develop recommendations and implement solutions.
- Ability to analyze information, assess issues and make clear and relevant recommendations.
- Ability to work independently, as well as in a close team environment.
- Organization and project management experience, with ability to adapt to changing environment.

Qualifications & Prior Experience

- Bachelor's degree or equivalent experience in Human Resources, Business, Organization Development or related field preferred. Possess a basic

understanding of HR principles and practices, as well as employment law compliance

- 2 to 5 years' experience in an HR administrative role, preferably within a law firm or professional services environment. A minimum of 1 year of recruiting experience preferred
- Proficiency in Windows-based software and Microsoft Office Suite applications, including Word, PowerPoint, Excel, and Outlook
- Proficiency with HRIS systems and payroll software, such as BambooHR or ADP

Full Time

\$60-75K/year

Reports to the Executive Director & Controller