



## **Human Resources Coordinator Position**

The Human Resource Coordinator will support the Human Resources Team in providing excellent customer service to our employees. The HR Coordinator is responsible for performing a variety of personnel-related administrative duties requiring a strong working knowledge of FMLA tracking, understanding of Worker's Compensation and/or Modified Duty programs and experience maintaining the Recruiting process.

The Human Resource Coordinator must have strong administrative skills, possess good verbal and written communication skills and be proficient with computers. Accuracy with details and familiarity with applicable state and federal regulations relating to general human resource processes is required. Must possess a pro-active, customer-focused philosophy and attitude. The individual must be self-motivated, capable of self-direction and be able to function as an effective member of the human resources team.

Main responsibilities include but are not limited to clerical/administrative support for managing FMLA and other leave programs; Workers' Compensation reporting/follow-up & supporting the modified duty program, recruiting processes; and monthly NEO/Onboarding processes.

### **Education and/or Experience:**

- Must have a High School degree or equivalent with a minimum of two years of experience working in the Human Resources field.
- Must have strong working knowledge of FMLA, understanding of the Worker's Compensation process and/or Modified duty programs and experience coordinating the recruiting process.
- Must have strong computer skills with accuracy in data entry required; must have strong working knowledge of MS Office products with the ability to learn additional software as required.
- Must have a strong customer service focus, be detail-oriented with the ability to maintain confidentiality.
- Current Driver's license with ability to occasionally travel to outer division locations

### **Preferred qualifications:**

- Two plus years working in benefits administration
- Associate Degree in Human Resources, Business Administration, Communications and/or related field.
- PHR Certification preferred.
- Experience with ADP HR/Payroll preferred

Interested applicants who meet the qualifications please email cover letter, resume and three (3) professional references to: [HR@emergycare.org](mailto:HR@emergycare.org)

EmergyCare is an EO employer – M/F/Vets/Disabled.