

EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

Open Position: Human Resources Coordinator/Payroll Processing

Regular Full-Time
Erie, PA, US

The successful candidate must have hands-on direct human resources experience along with a strong working knowledge of State and Federal laws; this position is responsible for administering the FMLA process and tracking time off according to federal guidelines.

The incumbent is responsible for human resources duties including but not limited to performing the entire scope of the external recruiting process from job ad creation, job postings, reviewing resumes, scheduling and participating in interviews and conducting all new hire on-boarding.

The incumbent will perform all HR related duties as the backup to the HR Generalist. EmergencyCare creates annual affirmative action plans and the incumbent is responsible for ensuring all standards for the AAP program are met as it relates to the recruiting process. This position provides clerical support for all HR functions including benefits administration and HRIS/database management.

In addition, the incumbent will work with the HR Generalist to process bi-weekly payroll for the organization.

Education and/or Experience:

- Must have an Associate degree in Human Resource, Business or related field with two (2) years of direct experience working in Human Resources
 - OR must have a High School diploma or equivalent with a minimum of four (4) years direct experience working in Human Resources.
- Must have strong working knowledge of FMLA with a minimum of one (1) year experience processing FMLA leaves.
- Must have a minimum of one (1) year of direct recruiting/on-boarding experience
- PHR Certification or must obtain certification within one (1) year of hire.
- Must have basic knowledge of payroll processing requirements
- Must have strong computer skills with accuracy in data entry required; 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.

Preferred qualifications:

- Bachelor's degree in Human Resources, Business and/or related field with two (2) years of experience working in Human Resources
- PHR Certification
- 2 to 4 years successfully managing the FMLA process

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.