

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

Open Position: Payroll/Human Resources Coordinator

Regular Full-Time
Erie, PA, US

The Payroll/Human Resource Coordinator will provide administrative support to the Human Resources Team while also being a "co-lead for payroll processing and will be the point person for FMLA-leave management and recruiting for this busy human resource department.

The Incumbent is responsible for performing bi-weekly payroll processing timely and accurately. In addition, the Incumbent must have strong working knowledge of State and Federal laws and is responsible for human resources duties including but not limited to processing all FMLA and leave requests; data entry of Worker's Compensation claims; performs entire scope of duties for the external recruiting process while complying with all associated affirmative action requirements; conducts monthly new employee on-boarding; and must be proficient in benefits administration and HRIS/database management.

Education and/or Experience:

- Must have an Associate degree in Human Resource, Business or related field with two (2) years of experience working in Human Resources OR High School diploma or equivalent with a minimum of four (4) years of experience working in Human Resources.
- Must have basic knowledge of payroll processing requirements.
- 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 agree to obtain certification within one (1) year of hire.
- 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
- One (1) year of Payroll processing experience

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.