



## St. Vincent de Paul Georgia

### Job Description

**Job Title:** Human Resources Administrative Coordinator  
**Department:** Human Resources  
**Reports To:** Director of Human Resources

**Job Summary:** The Human Resources Administrative Coordinator assists in the overall daily office and Human Resources operations; including personnel file management, onboarding and offboarding, vendor relationships, record keeping.

#### ***Essential Duties and Responsibilities***

##### ***Human Resources***

- Assist the Director of Human Resources as needed
- Maintain and update electronic (HRIS) and paper employee files
- Assist in recruiting of new employees, including posting jobs on relevant job boards, reviewing resumes, conducting phone screens, processing and scheduling in person interviews
- Support the administrative part of the new hire process, including creating offer letters, conducting background and reference checks and payroll onboarding
- Answer internal and external HR-related queries and requests
- Generate reports on HR activity and conduct audits of HR programs as needed
- Serve on the Employee Activities and Engagement Committee; organize employee special events, including but not limited to team building, holiday events, and company outings.
- Verifies documentation for I-9 Form; completes and maintains files

##### ***Administrative***

- Ensure the organizations compliance with applicable health, building, zoning, insurance, state, federal, and local certification, and licensing requirements.
- Order supplies for office, cleaning staff and staff members
- Maintains office keys and extra automobile keys
- Regularly interacts with staff, regarding-administrative and IT questions
- Conduct research, analyze findings, and report to management team on various needs such as insurance, procurements, and to compliance
- Manage compliance with any relevant guidelines, registrations, and licenses for support center and thrift stores

##### ***Board of Directors***

- Liaison to the Board of Directors including attendance of Board Meetings, taking official minutes, arranging meeting space, agenda development, catering, and set up/break down of meetings.
- Prepare official ballots, orientation materials, Board of Directors Manual, and collect and maintain all Board documents.
- Respond to a variety of questions from Board members, obtain bios and information as needed; maintain database, create badges, etc.

**Required Skills/Abilities:**

- Thorough understanding of office equipment, recordkeeping systems, management information systems, and related protocols used in the organization.
- Ability to support the mission of a Catholic based, non-profit organization
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality of sensitive employee records and other documentation
- Professional and tactful interpersonal skills with the ability to interact with a variety of personalities.
- Reliable, self-motivated and shows initiative
- Excellent organizational skills and attention to detail.
- Broad knowledge of business departments and their functions.
- Excellent time management skills with proven ability to meet deadlines.
- Proficient with Microsoft Office Suite; experience with Paychex or other HRIS system a plus
- Strong attention to detail
- Assists on other agency projects or events as needed.

**Education and/or Experience:**

- High school diploma or GED required; some post secondary education preferred, or equivalent combination of education, training, and experience.
- 3 years of experience in administration or customer service required; Human Resources experience preferred.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able and available to travel as needed to build relationships, present information, develop or present solutions and to participate with external organizations in pursuit of SVdP's mission.

**Notary Public preferred.**