

**TITLE: Human Resources Coordinator**

**DEPARTMENT: Human Resources**

**REPORTS TO: Director, Human Resources**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

The Human Resources Coordinator will be responsible for providing administrative and operational support to the Human Resources Department including but not limited to recruitment, corporate communication, scheduling of employee training, and maintenance of employee records. The ideal candidate will be a skilled, motivated, self-starter who understands the importance of handling sensitive confidential information and derives success from a collaborative approach and work style.

**Specific Duties:**

- Perform various administrative duties essential to the operation of the Human Resources department
- Provide recruitment support including creating job postings and scheduling of interviews for Staffing Specialist and hiring managers; Assist with reference and background checks
- Maintains employee records and I-9 files in accordance with state and federal laws
- Maintain mandatory training records for Safety, HR and Gorbel Rehabilitation; Manage corporate training schedules and records
- Responsible for coordinating corporate signage and required postings in a professional and consistent means in keeping with corporate branding throughout the campus
- Administer Employee Service Awards, Anniversary and Birthday communications, and Gravity Defyer program
- Provide support for various corporate meetings and functions; schedule and prepare meeting space, work with organizer on supplies and other items needed
- Responsible for planning, arranging and overseeing calendars, which includes scheduling of meetings, events, some travel arrangements, etc.
- Respond to and route employee questions and concerns
- Contribute to and maintain accurate HRIS data
- Support company wellness program, well at Gorbel®
- Generate and prepare identified HR reports as required
- Prepare new hire packets
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions
- Provide back up to other Administrative Assistant as needed
- Other projects and duties as needed

**Job Qualifications:**

- Associates Degree or equivalent coursework required; Bachelor's degree in related discipline preferred
- Basic understanding of human resource functions, reporting and record keeping requirements
- Adept at problem solving, strong interpersonal skills, excellent written and oral communication skills
- Understand and behave with a high level of integrity and complete confidentiality at all times
- Must have excellent oral and written communication skills
- Self-starter with initiative and ability to operate with minimal supervision
- Excellent interpersonal skills; Ability to communicate in a clear concise manner
- Ability to effectively multi task

- Ability to prioritize and organize effectively, with a high attention to detail
- Ability to use computer and strong knowledge of software applications including but not limited to MS Office; expert proficiency in MS Excel; proficiency in, and willingness to learn, social media applications
- Working knowledge of HRIS database systems
- Knowledge of local, state and federal laws regarding Employment
- Experience and proficiency working both independently to execute tasks and collaboratively within a team environment to pursue solutions to challenges
- Ability to work under pressure with a high tolerance for interruptions, and the ability to work with diverse groups of people

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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