HR/Recruiting Coordinator 

# Role description May 2019

**Department:** Human Resources

**Leader**: VP, Human Resources

**Summary**

The Human Resources/Recruiting Coordinator provides assistance with and facilitates seamless human resource processes, providing HR professional and administrative support which may include responsiveness to employee and recruiter questions; coordinating training meetings; running HRIS reports; scripting employee communications and spearheading HR program initiative rollouts. In addition, the HR/Recruiting Coordinator is key in overseeing the staffing and on-boarding processes which include setting up interviews with candidates, candidate follow-up and offer letters, key point of contact with recruiters and background screening, as well as on-boarding materials and hosting on-boarding. A significant part of the HR Coordinator’s duties center on helping new employees integrate into DIGARC – ensuring that their new hire documentation is coordinated, reviewing their role duties and maintaining employee files. This role is also responsible to ensure that the company is compliant with existing employment laws and regulations – coordinating the Affirmative Action Program, FLSA Program Administration, Worker’s Compensation and I-9 Compliance requirements.

**Essential Admin Duties and Responsibilities:**

* Coordinates with payroll, the annual benefits open enrollment.
* Processing on-going benefits administration.
* Updates changes to the Team Guidebook and republishes as approved by HR VP, send to new employees, and remove access for terminated employees.
* Completes Forms I-9 and eVerify system, verifies I-9 documentation and maintains I-9 files.
* Leads the SkillSoft compliance training program
* Coordinates the maintenance of the Reflektive platform.
* Maintains employee personnel files to ensure legal compliance.
* Responsible for all Leave of Absence Paperwork – Worker’s Compensation filings, FMLA, STDI forms and filing.
* Coordinates new hire paperwork and facilitates the HR portion of Orientation meetings.
* Files EEO1 reports and ensures all Federal and State postings in Employee Breakrooms are up to date.
* Assists with the creation of employee training materials and employee communications
* Serves as HR coordination point on employee committees
* Keeps current a database of all role descriptions and helps to script job descriptions
* Coordinates and sets up training classes or HR-related meetings.
* Responsible for rolling out new On-Boarding Module of Paylocity and examining implications to current Orientation process.
* Maintains the applicant tracking system database and coordinates getting appropriate data to AAP provider.
* In partnership with Payroll, maintains the Paylocity Employee Self-Service Portal.
* Proficient in running requested reports from Paylocity HRIS system as requested.
* Coordinates the Employee Referral Program and Payouts.

**Essential Recruiter Responsibilities:**

* Responsible for posting all internal and external job openings and coordination of interviews for candidates.
* Ensures open jobs are posted through all available resources currently being maintained (ex: LinkedIn, DIGARC Website, Internal Posting process).
* Prepares offer letters, offer packets, benefit packets and other employee related information to new hires.
* Administers and tracks background and drug testing on new hires.
* Develops and tracks measurable facets of the recruiting and hiring process so that the processes are transparent and measurable.
* Coordinates the recruitment updates, keeps records of recruiter contracts and manages personnel file set up.
* Leads the creation of a recruiting and interviewing plan for each open position.
* Researches and recommends new sources for active and passive candidate recruiting.
* Utilizes LinkedIn recruiter tool capabilities.
* Builds networks to find qualified passive candidates.
* Conducts reference checks on finalist candidates.
* Posts openings with online venues and establish and maintain partnerships with outside recruiters.
* Communicates with managers and employees regularly to establish rapport and source new candidate leads.

**Competencies:**

* High initiative, self-motivated and results-oriented team player.
* Superior communication skills with ability to influence and inspire team members.
* Ability to maintain confidentiality.
* Outstanding organizational skills and attention to detail.
* Comfortable and effective at building and maintaining strong relationships.
* Excellent people skills with high EQ.
* Ability to prioritize multiple projects.
* Calm, flexible, resilient demeanor.
* Consistency in meeting deadlines.
* Quick study on technology, especially HRIS systems, Paylocity, LinkedIn, Precipio, Reflektive.

**Education and Experience:**

* B.S. degree, preferably in Business or HR.
* Must have 5-7 years of HR and recruiting background.
* Excellent knowledge of employment laws and practices
* High level of proficiency in Microsoft Office Suite, especially advanced Excel.
* Prior Paylocity experience a plus, HRIS experience, a must.
* PHR or SHRM CP Certification highly preferred.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typical professional office working conditions.

***All employees of DIGARC are expected to display unquestionable integrity in every aspect of work and dealing with others. Respect for diversity and inclusion of all individuals is imperative to our business success and required.***