

PRIMARY FUNCTION:

Provide comprehensive support to daily operations of HR department in the areas of recruitment, workers compensation, benefits administration, training, onboarding and employee relations. Position will provide information and assistance to employees and the general public regarding human resources activities, processes, policies and procedures; prepare various correspondence and coordinate activities related to the areas of assignment; and provide a customer focused and effective HR support service to the department and organization.

ESSENTIAL RESPONSIBILITIES & DUTIES:

- Effective coordination of recruitment processes including preparing and posting job advertisements, screening applications, arranging interviews and efficiently processing all recruitment documents and processes as needed.
- Coordinate and assist with the new hire process, including assisting and ensuring new hires properly complete on-boarding process, submit and process paperwork to appropriate departments, create new employee files, coordinate orientation and support training efforts.
- Maintain all personnel and HR related records as mandated by applicable laws and Society policy.
- Manage sensitive and confidential matters such as personnel relations, recruitment relations and organizational changes, and protect the security of information data and files.
- Process benefits enrollments, changes and terminations in a timely manner.
- Process and coordinate employee separations.
- Process Workers Compensations, unemployment and disability claims and complete other required reporting as required.
- Assist in the coordination of all aspects of the Safety Program to maintain OSHA compliance.
- Identify legal requirements affecting human resources function and ensure policies, procedures and reporting are in compliance.
- Lead or participate on project teams to develop and execute new policies, programs or tools within the company.
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Respond to various routine HR questions from managers and employees, the public and from other agencies in a timely manner.
- Provide administrative support by preparing correspondence, forms and reports, scheduling meetings, processing confidential reports and documents, tracking deadlines and filings as needed
- Perform a variety of general office support duties including but not limited to, answering phones, sorting and processing mail and packages, and ordering office supplies.
- Perform other duties as required to improve the functioning of this organization.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

ABILITY TO:

- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of the Human Resources Department
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports.
- Understand, interpret, and apply general departmental and organizational policies and procedures.
- Work under steady pressure with frequent interruptions in a fast paced work environment
- Read, understand and review documents for accuracy and relevant information

- Use sound judgment in following and applying appropriate laws, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain professional and effective working relationships with the ability to communicate professionally with the public, fellow employees and volunteers.
- Work independently and collaboratively, as directed by supervisor.
- Accurately process, maintain, and store all department information and records.
- Flexibility to adapt to differing support needs created by differing work styles.

KNOWLEDGE OF:

- Human Resources operations and California employment laws and regulations
- Office procedures, methods and equipment including computers and applicable software applications such as Outlook, Word and Excel

Other Essential Qualifications:

Valid California Driver License and maintain during the course of employment. Insurable to drive company vehicles

Physical demands - While performing this job the employee is regularly required to use hands, fingers; reach with hands and arms; talk and hear clearly. Requires the mobility to stand, walk, sit and kneel, crouch or crawl. Perform work, which involves lifting, carrying and/or pushing of 25 lbs. or more.

Working conditions - Dealing with an office environment in which the noise level is generally moderate, but on occasion will be high. Be able to be near, and on occasion assist with, dogs, cats, and other companion animals. Dealing with possible hostile public and fast-paced workload. Be exposed to all types of weather conditions and be able to work in such conditions.

Experience and Training: A Bachelor’s degree in related field and minimum two years HR Coordinator experience, preferred. Experience and knowledge of ADP. A human resources approach that promotes teamwork, enhances creativity, facilitates communication, and builds consensus.

Application Deadline: Open until filled

Salary Range: \$25-27/hr.
This is a full time non-exempt position with benefits.

Employment Location: 5026 W. Jefferson Blvd., Los Angeles

Please email resume with cover letter to HR@spcaLA.com