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## **HR Coordinator – Glen Cove, NY**

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### **POSITION SUMMARY:**

The HR Coordinator will support the HR department and Branch Business Offices by performing all administrative tasks required to successfully on-board employees, track required HR employee trainings, maintain employee information within our HRIS, create and run employment reports and assist with other employee related tasks as needed. The incumbent is detail oriented with the ability to provide effective HR customer services and administrative support to management and employees of the Y. The ideal candidate should possess sound judgment, a general understanding HR laws and principles, excellent organizational, interpersonal, communication and computer skills.

### **ESSENTIAL FUNCTIONS:**

1. Manage, assist with, coordinate, and edit all on boarding documents including, but not limited to, criminal background checks, reference checks, personnel file documents, employment record changes, the employee database, the training database, employment verifications, staffing reports, etc.
2. Must maintain confidentiality within all aspects of the position and handle sensitive information.
3. Act as the primary point person for all level of staff in regards to on boarding documents, HRIS database inquiries, staffing reports, paid time off, benefits, and new/rehire processes; respond to questions in a timely manner.
4. Assist branches in the implementation and administration of all HR programs and policies.
5. Verify and process invoices for YMCA National Benefits Plan, YMCA Retirement Fund, Payflex, AFLAC, Mass Mutual, Department of Labor, First Advantage. Maintain accurate records and spreadsheets.
6. Responsible for HRIS (ADP Workforce Now) data entry, troubleshooting and resolutions.
7. Function as the primary administrator of the Armatus training database.
8. Interface with the Branch Business Office Representative and other branch staff as necessary.
9. Responsible for the reconciliation and timely processing of employee reports within the HRIS database, interface between HRIS and e-time to obtain all data necessary for accurate reporting.
10. Assist in all phases of the administrative portion of the hiring /separation process, including presenting HRIS information.
11. Conduct new hire orientation for Association Office staff
12. Train new HR and business office staff on applicable HR paperwork and new/rehire/separation processes.
13. Update and maintain personnel files.
14. Assist with other special projects as needed.

### **QUALIFICATIONS:**

1. Minimum 6 months of experience working in human resources a must.
2. High school diploma required, associate's degree or working toward associate's degree preferred
3. Excellent customer service and communication skills
4. Independent judgment is required to plan, prioritize, and organize workload
5. Detail-oriented, ability to manage multiple projects simultaneously. Must be able to handle high volume of work.
6. Strong computer skills, knowledge of ADP workforce and/or E-time/ time and attendance a plus.
7. Human Resources certification a plus.

### **PHYSICAL REQUIREMENTS:**

1. Ability to remain stationary for long periods.
2. Ability to move about the office to access packages, files, materials, machinery etc.
3. Ability to move equipment, packages, files, office materials etc, weighing up to 20 pounds.
4. Ability to frequently communicate in a professional, concise, informative and adequate manner during difficult situations.
5. Ability to view/enter data for long periods.

### **HOW TO APPLY:**

For consideration, please email a resume and a cover letter to [Krista.Mathews@ymcali.org](mailto:Krista.Mathews@ymcali.org).