



**Job Title:** Human Resources Coordinator  
**Department:** Administration  
**Reports To:** Human Resources Manager  
**FLSA Status:** Exempt, Salaried

## **SUMMARY**

Responsible for performing Human Resources related duties, and works closely with the Human Resources Manager in supporting League employees. Performs other related duties as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs all functions relating to weekly payroll processing.
- Provides accurate daily entry of employee data and changes into Human Resources Information Systems and Chameleon database.
- Assists in new employee orientation and onboarding process.
- Assists with new hire and termination processing.
- Reports workers compensation injuries and maintains tracking system.
- Files employee personnel data and records, utilizing electronic filing system.
- Assists with employee training programs, and maintains training tracking system.
- Assists with organization's uniform ordering, inventory and disbursement.
- Administers employee birthday and anniversary recognition programs.
- Generates Human Resources reports from HRIS system.
- Maintains highest level of confidentiality in protecting sensitive employee data.
- Follows all Human Resources and organization-wide standard operating procedures.
- Provides additional support to the Human Resources Manager and other departments for special projects.
- Assists with special events on an as-needed basis.
- Other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supports the Animal Rescue League's mission, policies, and practices.

- Provides accurate information to the public at all times.
- Must adhere to company dress code and have the ability to deal tactfully and effectively with the public.
- Must be willing to participate in meetings with management, and staff members to share ideas and suggestions designed to improve the organization's ability to meet its goals and objectives.
- Ensures detailed reports and compliance with deadlines.
- Must have excellent oral and written communication skills.
- Maintain highest level of confidentiality.
- Must be detailed oriented.
- Possession of a valid Florida driver's license and driving record acceptable to insurance carrier.
- Must have vehicle for transportation to meetings and events.

### **PREFERRED QUALIFICATIONS**

- Experience with database programs including Human Resources Information Systems, PulseTime, Chameleon and Raiser's Edge.
- Working knowledge of Microsoft Office Suite.

### **EDUCATION and/or EXPERIENCE**

- Two-year degree or equivalent Human Resources training and education.
- Two plus years experience in a Human Resources role.

### **MATERIALS and EQUIPMENT USED**

- Computer, printer, scanner, telephone system, calculator
- HP timeclock hardware

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must 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:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee will also be required to use hands and fingers as well as bend neck and twist.

### **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:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_