

Human Resource Coordinator

Reports to: Human Resource Manager

Supervises: no one

FLSA: Non-exempt, hourly

Pay Grade 4: \$18.40 - \$21.62

Summary: Supports senior management in implementing the human resource vision and strategy for the Gardens.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Process bi-weekly payroll.
- Maintain thorough and accurate human resource records, postings, and documentation in compliance with applicable laws and regulations.
- Assist the Human Resource Manager with administrative tasks, research, and reporting. Prepare reports as needed for senior staff, government agencies, benefits administrators, and auditors.
- Coordinate recruiting, onboarding, and exit processes. Develop knowledge of CMBG philosophy, policies and procedures, the Employee Manual, compensation and benefits plans sufficient to answer routine questions within prescribed authority.
- Participate in Gardens-wide initiatives including Gardens Aglow assignments.

Qualifications:

- Demonstrated ability to build and maintain effective working relationships with a variety of people. Ability to perceive, understand, and synthesize differing perspectives and communicate in a manner to build consensus.
- Knowledge of standard payroll practices and policies. Experience using ADP Workforce Now is a plus.
- Two or more years of administrative office experience, preferably in human resources. Nonprofit experience is desirable. A general understanding of business operations.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.
- Computer literate with experience using word processing, spreadsheets, and database programs.
- Ability to act with integrity, professionalism, and confidentiality.

Work schedule: This is a full-time, year-round position, generally weekdays. Actual days and hours may vary according to the demands of the season or specific projects, including Gardens Aglow.

Physical and environmental factors: The work is performed primarily in an office setting with regular forays to other parts of the Gardens campus. Sufficient manual dexterity and visual acuity to operate a computer.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Updated 12/12/2021