

MEALS ON WHEELS PROGRAMS & SERVICES OF ROCKLAND, INC.

**JOB DESCRIPTION
Non-Exempt Position**

TITLE: HUMAN RESOURCES COORDINATOR

HOURS: 25-30 HOURS PER WEEK

SUPERVISOR: OPERATIONS/PRESIDENT & CEO

SUMMARY STATEMENT OF POSITION:

Assist with the day to day tasks of the Human Resources Department and supports a wide range of HR activities including recruitment and employee development, employee database management, benefits, and general administrative duties. Ensure compliance with all federal and state regulations, as well as, implement policy. Administrative support of the President and CEO, and liaison to Board of Directors.

REGULAR TASKS:

Recruitment and Hiring

- Assist with creating and posting job vacancies
- Receive and review job applications
- Schedule interviews and assessments
- Collect and verify candidate information including background checks
- Provide feedback to job candidates regarding the hiring process
- Administer and process new hire paperwork
- Coordinate orientation of new employees

Employee Development

- Coordinate performance appraisals
- Organize training
- Record performance, grievance and disciplinary information
- Assist with the termination process including paperwork, notifications to relevant departments and exit interviews

Employee Database Management

- Maintain and process accurate and complete HR and employee records
- Respond to requests for data
- Select relevant data and compile HR reports including statistical summaries, charts, graphs and surveys

Administrative Support

- Handle incoming HR phone calls and emails
- Manage calendar for President & CEO
- Schedule Board of Directors meetings and venues
- Prepare and distribute, agendas, correspondence and communications relating to the BOD
- Plan and coordinate employee events such as recognition awards, holiday parties

Payroll and Benefits

- Benefits enrollment of employees when eligible, and cessation of benefits on termination of employment
- Track vacation and sick leave
- Conduct salary surveys

Compliance

- Promote employee compliance with HR mandated processes and systems
- Monitor adherence to labor laws and employment regulations

EXPERIENCE AND SKILLS REQUIRED:

- Associates degree, preferably in HR or related field
- A minimum of two years HR and/or benefits administration
- Working knowledge of recruitment procedures
- General knowledge of HR practices and procedures
- Basic working knowledge of labor law and employment best practices
- Highly computer literate with solid experience using Microsoft Office
- Knowledge of payroll and benefits
- Good communication skills - verbal and written
- Attention to detail and accuracy
- Confidentiality and discretion

MOW is an equal opportunity employer and offers a competitive salary and a benefits package including health, paid vacation and sick time.