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| Job Title | <i>Human Resources Coordinator</i> |
| Reports to | <i>Finance and Administration Manager</i> |

Job purpose

AltaVista Strategic Partners is looking for a Human Resources Coordinator to join our growing team. In this role, you will own all HR Operations for our growing organization; leading efforts across payroll, benefits, hiring, and talent retention. As a department that is still developing at the company, you will have the opportunity to help establish core HR initiatives.

Duties and responsibilities

- Oversees overall employment needs and services of the organization which employs a staff of approximately 30 individuals
- Develops and implements human resources policies and procedures, mitigating risk and liability for the organization
- Manages employee compensation, payroll services, and benefits administration
- Supports & implements HR strategies that support business objectives
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Oversees employee disciplinary meetings and terminations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommend best practices; review policies and practices to maintain compliance
- Maintains a continuous recruiting model to find the best talent for the company
- Plans and conducts new employee orientation, onboarding, and offboarding as necessary
- Monitors employee training, mentor program, and continued development
- Administers unemployment paperwork as designated
- Handles routine employee relation matters. Maintains ongoing relationships with all employees and acts as a first line of defense and point of contact for employee questions
- Assists the company in providing a superb employee experience

Qualifications

The best candidate for this role will:

- Have the ability to multitask, prioritize, and thrive in a fast-paced and frequently changing environment
- Demonstrate skills in the following areas: problem solving, project/task management, time management, dependability, good judgment, safe work practices, service delivery, and ensuring confidentiality
- Demonstrate leadership capabilities
- Have experience working with Microsoft Office Suite

Requirements for this position are the following:

- 4-year Bachelor's Degree in Human Resources or similar
- Strong verbal and written communication skills
- Willingness to work in a team-based atmosphere and take direction from leadership

AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.