

# **SBWIB, Inc.**

## **SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.**

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

### **Human Resources Coordinator**

#### **Job Announcement**

#### **Summary**

We are looking for an extremely reliable Human Resources (HR) Coordinator to support the day-to-day functions of our HR Department. Our ideal candidate has great time management and organizational skills; takes initiative; can juggle various tasks in a timely manner and is not intimidated by various responsibilities that fall under the realm of HR. This person has experience with HR procedures; operates in a professional and ethical manner; refrains from gossip and understands the importance of maintaining confidentiality in relation to company business and sensitive employee information. Ultimately, this person should be able to contribute to the attainment of specific goals, anticipated results and the overall effectiveness of the HR department.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Salary & Benefits**

This is a full-time position (40 hours/week) with a normal starting hourly wage of \$28.55. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer covered medical benefits, sick and vacation time, holidays and a competitive 401k plan. All **full-time** employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Human Services, Business or a similar field with at least two (2) years of work experience working in a relevant capacity, involving experience working with an HRIS system and benefits administration, safety and OSHA regulations as well as workers comp process knowledge; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties listed below (education may be substituted by experience on a year-for-year basis). Must be able to satisfactorily pass background and reference checks. Reliable transportation, a valid driver's license and proof of automobile insurance (if driving) is a must.

#### **Other Skills**

- Must have a good understanding of HR operations
- Ability to assist in conducting safety visits/reviews
- Ability to record workers comp injuries and accidents and keep workers comp log up to date
- Must have excellent recruiting knowledge and understand the principals and functions of the recruitment process
- Must be punctual, reliable and have solid organizational and time-management skills
- Must be attentive to detail and accuracy
- Must be able to handle stress in a fast-paced working environment
- Must have extensive customer service skills and be able to work with others of diverse backgrounds while fostering and maintaining positive working relationships
- Must possess personal qualities related to respect for the rights and confidentiality of others and apply discretion at all times
- Good verbal and written communication skills with the ability to present and explain HR processes
- Must be enthusiastic, creative and capable of functioning effectively with various levels of staff, and possess the ability to work both independently or in a team environment
- Must be capable of learning or have a basic knowledge of labor legislation
- Must have experience utilizing general office equipment and software, including MS Office and Excel
- Experience or knowledge of basic payroll functions
- Experience or knowledge working in a safety capacity or a willingness to assist as needed

**Essential Duties and Responsibilities:** Under the supervision of the Human Resources Manager, the HR Coordinator performs a variety of responsible and complex technical and administrative duties relating to personnel and other HR functions. Such duties include, but are not limited to, the following:

- Perform a variety of general office support duties: filing, copying, maintain calendar of activities, meetings, and various events as necessary; compose and type letters, memoranda, emails and other correspondence as required; ongoing filing and copying
- Provide customer service in-person, telephonically or via zoom, including while screening and directing telephone calls; taking and relaying messages and answering HR company related questions as necessary
- Assist with implementing and managing new-employee on- and off-boarding policies and practices, including coordinating background checks, recruiting for various positions and setting up interviews.
- Process employee changes and updates, including coordinating with payroll and marketing when necessary
- Assist with the implementation and maintenance of filing systems for personnel and HR related documents;
- Assists with implementing, managing and processing benefits and related policies and processes;
- Monitor personnel eligibility documents on an ongoing basis to ensure compliance according to Company, State, Federal and/or Contractor's standards and/or requirements
- Assists employees with basic interpretation of HR policies and procedures
- Conducts basic employment verifications and answers employee related inquiries
- Prepare required HR related reports when applicable and according to deadlines
- Process mail and maintain supplies for the HR department
- Stay abreast of local, county and state guidance as they relate to HR and provide updates and guidance as necessary
- Assist with implementing and enforcing wellness and safety processes, including worker's comp as needed
- Maintain absolute confidentiality in all aspects of HR
- Assist with other related duties as required.

### **Working Conditions**

*Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. Note: Measures may change based on the level of safety concerns or the functions of duty. Employee may spend the majority of the day walking, standing, sitting at a desk, with frequent needs to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds. Must have good time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other office locations as needed or for trainings, conferences and/or meetings within or outside local areas and, occasionally, statewide, in which such travel may last one or more days. Reliable transportation, a valid driver's license and proof of insurance is required when driving.*

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*