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🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

**Position: Human Resources Coordinator**

**Reports to: Chief Operating Officer.**

**Salary range: \$50-55K**

**Exempt status: Full time position, Non-Exempt**

**Duties/Responsibilities:**

- **Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and certifications.**
- **Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.**
- **Responds to employment verifications and unemployment notifications.**
- **Conducts or acquires background checks and employee eligibility verifications.**
- **Performs new employee orientation to deliver an exceptional first day experience.**
- **Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; and morale; occupational health and safety; and training and development.**
- **Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.**
- **Attends and participates in employee disciplinary meetings, terminations, and investigations.**
- **Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.**

- **Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.**
- **Familiarity with of union contracts, positions, benefit enrollment, and dues.**
- **Conduct and analyze exit interviews and make actionable recommendation based on data collected.**
- **Performs other duties as assigned.**

#### **Required Skills/Abilities:**

- **Excellent verbal and written communication skills.**
- **Excellent interpersonal, negotiation, and conflict resolution skills.**
- **Excellent organizational skills and attention to detail.**
- **Excellent time management skills with a proven ability to meet deadlines.**
- **Strong analytical and problem-solving skills.**
- **Ability to prioritize tasks and to delegate them when appropriate.**
- **Ability to act with integrity, professionalism, and confidentiality.**
- **Knowledgeable of employment-related laws and regulations.**
- **Proficient with Microsoft Office Suite and Zoom.**
- **Proficiency with or the ability to quickly learn the organization's HR, payroll and time keeping systems.**

#### **Education and Experience:**

- **Bachelor's degree in Human Resources, Business Administration, or related field required.**
- **Two to four years' experience working in the Human Resource field is required.**
- **At least two years managing compensation and benefits program, payroll processing, and training program development required.**
- **SHRM-CP a plus.**

#### **Other Requirements:**

- **Prolonged periods of sitting at a desk and working on a computer.**
- **Ability to travel to meetings and trainings as needed.**
- **Must be fully vaccinated against COVID-19.**