



990 Pelham Parkway South ~ Bronx, NY 10461

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🌐 www.bronxhouse.org

JOB DESCRIPTION

Position: Human Resources Coordinator

Reports to: Chief Operating Officer.

Salary range: \$50-55K

Exempt status: Full time position, Non-Exempt

Email Resume and Cover Letter to: leon@bronxhouse.org

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.