POSITION DATA

JOB TITLE: Human Resources Coordinator
DEPARTMENT: Human Resources
REPORTS TO: Vice President of HR, Head of Human Resources
CLASSIFICATION: Non-Exempt
DATE: March 2022

POSITION OVERVIEW
Reporting to the Vice President of Human Resources, the Human Resources Coordinator will support various members of the HR Department in the development, implementation, and delivery of HR processes. This role will provide support in the following areas: recruitment, on-boarding, off-boarding, benefits, HRIS, performance management and special projects.

ESSENTIAL FUNCTIONS
• Manage the process to post open roles on various recruiting platforms.
• Initiate and track status of background checks
• Create and send offer letters to successful candidates.
• Engage with candidates to obtain onboarding paperwork, including I-9, W-4, tax forms, direct deposit forms, ID request forms and other required documentation.
• Handle accurate and timely entry of all new hire on-boarding, off-boarding, status changes and transfers in the HRIS system.
• Coordinate New Hire Orientation.
• Coordinate new hire requirements with security, IT, and other relevant departments.
• Provide support to the Benefits Manager, including assistance with open-enrollment requirements, new hire orientation and colleague queries.
• Provide support for annual processes including, annual compensation and promotion, performance management, Audits, and various trainings.
• Manage the HR mailbox and liaise with other members of the HR team to provide timely responses to various raised queries.
• Provide employment verifications for current and former employees.
• Run and prepare standard monthly reports.
• Create and maintain organization charts.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS
• Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
• Assist with other special projects and events in support of the 9/11 Memorial and Museum, as assigned.
QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor’s Degree preferred.
- No experience required.
- Strong attention to detail
- Ability to multi-task and deliver against tight deadlines in a fast-paced environment
- Advanced proficiency in MS Office (Outlook, Word, Excel, and PowerPoint)
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to work independently as well as part of a team with a flexible approach

HOW TO APPLY

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to 911mmhrjobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.