



POSITION DATA

JOB TITLE: Human Resource Coordinator

DEPARTMENT: Human Resources

REPORTS TO: SVP of Human Resources

POSITION OVERVIEW

The HR Coordinator, reporting to the SVP/Director of HR, will assist with various administrative functions within the benefits, talent management, HRIS and recruitment areas. This individual must be able to multi-task, work independently and efficiently in a constantly changing environment, pay attention to detail, and have strong customer relations skills.

ESSENTIAL FUNCTIONS

- Assist with the recruitment and onboarding of new hires:
 - Post positions on external recruiting sites (e.g. Indeed) and college/university alumni job boards
 - Initiate and track status of background checks
 - Track onboarding tasks for all candidates. Follow up as necessary to ensure timely completion of onboarding documentation
 - Send HR Status Notifications and manage ID Badge Requests
 - Input and manage data into HRIS, timekeeping and emergency response system related to employee actions (new hires, promotions, transfer, terminations)
- Organize, schedule and manage HR related training initiatives
- Assist with the offboarding process for terminated employees including PAF's Survey Monkey Exit Survey
- Create and maintain organization charts
- Prepare employment verification letters
- Prepare business card requests, check requests, and expense reports
- Run and prepare standard monthly reporting
- Periodic administrative support to the Office of the President
- Provide general administrative support to the SVP of HR
- Provide general administrative support to the HR team, including Museum ticket distribution and Years of Service letters
- Prepare and maintain digital personnel folders
- Assist with PowerPoint presentations
- Track annual employee attestations (e.g. Code of Conduct)
- Track and update attendance records

MISSION EXPECTATIONS

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with and support all 9/11 Memorial and Museum special projects and events, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT:

- College graduate interested in pursuing a career in HR
- Excellent written and oral communication skills
- Sense of confidentiality a must
- High attention to detail and ability to execute with excellence
- Knowledge and experience with Visio a plus
- Excellent computer skills; proficiency with Microsoft Office Suite, particularly Word, Excel, Outlook, and PowerPoint
- Working knowledge of Ultipro, Kronos or other HRIS systems a plus

HOW TO APPLY

- Include position you are seeking in the email subject field
- State the location where job posting was seen
- Send resume 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.

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.

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- 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.
 - This document is a communication tool and not intended as a written or implied contract of employment.