

## **Human Resources Coordinator**

Ocean County Foot & Ankle Surgical Associates is a Podiatric Practice with 5 locations throughout Ocean County. We are currently seeking a full-time Human Resources Coordinator who will be responsible for a variety of responsibilities supporting all employees ensuring the organization runs smoothly.

### **Primary Duties & Responsibilities**

- Recruitment and Hiring- ad placement, applicant tracking and conducting interviews
- Onboarding and Orientation of new hires- ensuring all necessary paperwork is completed, reviewing company policies and procedures, entering information into HRIS
- Review policies and procedures for compliance, updating when necessary
- Bi-weekly payroll- review time cards for accuracy, manage PTO and process payroll
- Annual review of practice handbook to insure compliance with changes to DOL regulations
- Administering employee health benefits and COBRA, resolving benefits-related issues and working with the Broker during open enrollment to communicate plan changes.
- Working with department managers on employee reviews, disciplinary action and terminations

### **Requirements**

- 3+ years of Human Resources Experience
- Bachelor's Degree
- Prior experience starting an HR Department preferred but not necessary

### **Benefits**

401k, Medical and Paid Time Off

This is a full-time position with hours Monday – Friday

To apply, please send your resume to [CShymanski@ocfasa.com](mailto:CShymanski@ocfasa.com)