

HR Coordinator, NEPTUNE

- General Information

- Job Title:
HR Coordinator
- Location:
 - 3297 ROUTE 66
 - NEPTUNE, NJ, 07753-2762
 - United States
- Employee Type:
Full Time

- Description

The HR Coordinator is responsible for administrative support to Human Resources to ensure accurate recordkeeping, HRIS interfaces, licensure compliance, recruiting and communication.

PRIMARY RESPONSIBILITIES:

Prepare new hire offer letters and onboarding paperwork;
Monitor completion of onboarding tasks by new hires;
Handle administrative paperwork associated with the on-boarding of new employees;
Monitor and review pre-employment exams to ensure completion prior to start date;
Upload new hire documentation into HRIS (Kronos);
Communicate with new hires and managers onboarding issues and orientation;
Analyze exit interview results;
Provide administrative support to the HR team;
Maintain employee files and Human Resources Information System (HRIS);
Provide administrative HR support including legal research to ensure HRIS in compliance;
Provide oversight and reminders to ensure staff compliance with licensure and certifications;
Assist in recruitment process as needed;
Coordinate and process transactional activities to maintain employee records, both paper and electronic;
Process 401(k) audit on a bi-weekly basis;
Responsible for sending out DD News communications;
Coordinate ordering business cards for staff;
Track and order cards for the Spot Awards program;
Write and maintain HRIS reports;
Function as back-up to other HR staff members; and
Perform other related duties as required and assigned.

JOB REQUIREMENTS:

Education

BA/BS required.

Experience

Two years working in Human Resources.

Skills

Working knowledge of HRIS systems, recruitment and compliance.
Ability to build and maintain effective relationships.
Strong organizational skills, detail-oriented and ability to multi-task. .
Working knowledge of software applications (MS Office, Human Resources Information Systems, etc.).
Able to present data in various formats.

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- *Notice to Employment / Recruitment Agents for postings:*
- *Employment / Recruitment agents may only submit candidates for vacancies with written authorization from Dialyze Direct obtained in advance.*