

Human Resource Coordinator, Woodbridge, NJ

Wilentz currently has an exciting opportunity in the Human Resource Department of our Woodbridge headquarters as a Human Resource Coordinator.

Roles & Responsibilities:

This position will primarily be responsible for providing support to the Director of Human Resources and will be responsible for coordinating administrative HR duties and initiatives. They will carry out responsibilities related to recruitment, benefits administration, training, performance management, new hire orientation, employment law compliance, recruiting, ADP time and attendance monitoring and reporting, and other duties as assigned.

Specific Responsibilities including but not limited to:

- Assist with the day-to-day coordination of Human Resources processes, programs and initiatives
- Assist with the recruiting process from internal and external sources
- Process and maintain accurate HRIS data
- Manage sensitive and confidential information to include maintaining records and files in accordance with state and federal laws
- Assist with new employee orientation and the on-boarding process
- Generate and prepare identified HR reports as required
- Audit, review, and process all benefit related invoices
- Assist with the administration of benefits, open enrollments, and insurance questions/issues
- Understand and advise employees/management on Firm practices, policies and procedures.
- Perform general office administrative work
- Other duties as assigned by management

Requirements:

- One to three years of human resources/administrative experience, preferable out of a professional services environment; benefit experience a plus.
- Must be able to work under pressure and with frequent interruptions.
- Must possess strong diplomacy and problem solving skills.
- Must have excellent oral and written communication skills.
- Must have high attention to detail with ability to organize and prioritize tasks and documentation.
- Must be able to keep confidential information.
- Must have strong computer literacy, including proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to lift file boxes (~20lbs) as needed

If you are a dedicated professional who is driven by new challenges, a team player who believes in providing the best client service possible, and looking for a work environment that values and promotes collaboration, and growth, consider joining the Wilentz, Goldman, Spitzer team!

Please send resumes to: dmiranda@wilentz.com ***no agencies please**

Learn more at: www.Wilentz.com

****Wilentz, Goldman & Spitzer is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law. Qualified women and minorities are encouraged to apply.***