



JOB DESCRIPTION

Human Resources Coordinator

Nature of Work

This is specialized and confidential office support work, assisting the Human Resources Director in administrative matters.

Classification Standards

The HR Coordinator reports directly to the HR Director and provides assistance to members of the Executive Management staff. Duties may include clerical assistance with correspondence; assistance with board activities; and secretarial support, as well as routine office related functions.

Essential Job Functions

- Performs confidential secretarial functions for HR, including developing and typing recorded dictation or written correspondence. Responds to routine external correspondence for HR. Type's memos, purchase requisitions, and other department forms and documents.
- Maintains agency employee data in Florida's New Hire Reporting System.
- Keeps Agency in compliance with labor relations laws posters.
- Organizes events, meetings or conferences by arranging facilities and caterers.
- Report current employment statistics (CES) to the Bureau of Labor Statistics.
- Reviews and investigates all unemployment claims file, including searching the agency's account online at least weekly.
- Arranges travel plans and itineraries, compiles documents for travel-related meetings for all OHA staff, except CEO & Commissioners.
- VISA processing and reconciliation
- Payroll processing.
- Assist HR Director with personnel file maintenance.
- Conducts research for HR.
- Prepares employee incentives, recognition as needed for milestones, birthdays, and flowers.
- Evaluates and coordinates the training needs of the Agency.
- Performs other duties as assigned.

"This opportunity is covered under Section 3 of the HUD Act of 1968"

JOB DESCRIPTION
Human Resources Coordinator, Continued

- Secondary Approval for ACH payment to bank for Housing Choice Voucher Program landlords.

(Interim Basis)

- System Administrator for Enterprise Income Verification (EIV) System PIH Information Center (PIC), Lindsey System, etc.
- Server Administrator for the system backup tapes in Lindsey.
- Investigates properly and liability insurance claims.
- Processes workers compensation claims.

- Respond to unemployment insurance claims.

Secondary Backup for Functions

- Backup for Vendor Check Stamping.
- Maintain the master copy of the company job description manual and ensure all copies are updated; maintain attendance calendar for staff; conducts and coordinates exit interviews.

- Backup for key custodian of checks.

Management Responsibility

- Demonstrate the ability to communicate and interface effectively and professionally with internal departments, clients, and external contacts to the organization.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Possess a high degree of proficiency with MS Office products including Word, Excel, Access, PowerPoint and Outlook.
- Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills required. Ability to meet designated deadlines is also a critical qualification.
- The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the team member a general sense of the responsibilities and expectations of their position. As the nature of business demands change so, too, may the essential functions of this position.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at a time.
- Also the ability to drive an automobile, manual dexterity is required to operate a computer, and regular attendance is required.

Working Conditions

- Indoors: The worker is subject to environmental conditions and activities that occur indoors.

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JOB DESCRIPTION
Human Resources Coordinator, Continued

Employee Signature: _____ / Date _____

Direct Supervisor: _____ / Date _____

Approved by:

_____ / Date _____
Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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