

## Job Description

### Position Name: HR Shared Services Coordinator

DEPARTMENT	Human Resources
PLACE	Melville

DIRECT LINE



**Sr. HR Manager-Projects & Shared Services**

DOTTED LINE



#### Job Scope/Job Mission

The HR Shared Services Coordinator is responsible for providing support to the HR team along with strong customer services skills to support employee questions/needs and work with outside vendors. It is essential that the incumbent have a high level of confidentiality, excellent attention to detail, time management and organizational skills.

#### Main Responsibilities

The candidate is expected to be a role model supporting our standards and on-the-job behavior by living our US principles of kindness to others, expecting excellence, delivering on commitments, being results oriented, inspiring others, optimizing opportunities, and never giving up. In addition, the role is expected to communicate openly among peers and cross-functional teams. Accountabilities include ensuring compliance with all applicable federal, state, and local laws and environmental and labor regulations.

#### Main Responsibilities

- Perform HRIS data entry and payroll data entry for new hires and employee changes.
- Maintain and create employee electronic personnel files and maintain the file room
- Assisting in the new hire administration across the businesses which includes, assisting in onboarding, review of employee onboarding paperwork, offer letters and other administrative support.
- Completion of employment verifications and unemployment forms.
- Recruitment- posting of approved open positions internally and externally in the HRIS or external boards as needed, helping to source candidates, schedule phone screens or on-site interviews, maintaining a positive candidate experience, updating candidate status in the job requisition, and assisting in recruitment reports/trackers.
- Compliance- active member of HR Shared Services Team regarding compliance topics, i.e., system reporting, preparation, launch and reporting of training, I-9 compliance, audit preparation and other various reporting/filing.
- Vendor relations- alongside the Sr HRM, a main point of contact for HR vendors, i.e., background & drug screening, I-9 compliance, compliance training, anniversary awards vendor and ability to help with contract or service negotiation and invoice or budget management

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	<ul style="list-style-type: none"> <li>• Support the company benefits program by providing administrative support for special projects and compliance requirements.</li> <li>• Assist in the employee exit process, including scheduling exit interviews, termination packets, paperwork processing, and notifications.</li> <li>• Maintains I-9 data base and resolves issues.</li> <li>• Provide data to HR team members and for KPI reporting, as necessary.</li> <li>• Provide assistance to employees &amp; Managers on HR related topics</li> <li>• Responsible for ensuring a high level of accuracy of HR information.</li> <li>• Answer common employee questions and resolve issues. Escalate to HR Management when appropriate.</li> <li>• Must be able to lift and carry file boxes on occasion</li> <li>• Performs additional ad hoc requests and is an active member of larger HR team projects</li> </ul> <p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• College Degree preferred</li> <li>• 2+ Years Work Experience Desired in an HR or business support role</li> <li>• Experience with an HRIS and/or ADP Payroll is preferred</li> <li>• High degree of professionalism and integrity and ability to work in a confidential environment</li> <li>• Must be comfortable with heavy data entry to ensure a high accuracy rate</li> <li>• Must be able to work in a collaborative work environment with “one team” mentality</li> <li>• Ability to adapt to a fast pace changing environment and to approach challenges with creativity and resourcefulness</li> <li>• Strong communication and interpersonal skills</li> <li>• Presentation skills preferred</li> <li>• Power Point and Excel skills preferred</li> <li>• Initiative and self-direction; can apply knowledge and make sound judgment to effectively resolve issues</li> <li>• Outstanding organizational &amp; client service skills</li> </ul>
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Dept. Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

FLSA Status: \_\_\_\_\_ Exempt \_\_\_\_\_ Non Exempt (HR to complete)