

Human Resources Coordinator

Job Location

99 Quentin Roosevelt Blvd Suite 200, Garden City, NY, 11530 - Garden City, NY

Education Level: None

Human Resources Coordinator

EAC Network, a not-for-profit social service agency that empowers, assists, and cares for over 82,000 people in need through 100 programs across Long Island and NYC, seeks a Human Resources Coordinator in the Human Resources Department.

The Coordinator position is a non-exempt position paying \$25.27-\$26.92 per hour. The hours of operation are Monday-Friday 9:00AM-5:00PM with a 35-hour work week. The office is located in Garden City, NY with some flexibility given for remote work.

Comprehensive benefits package includes:

- Medical
- Dental
- 401K
- Vision
- Very generous Paid Time Off (PTO) & More.

Primary Purpose of Job:

The Human Resources Coordinator is responsible for providing support to the Human Resources team. This includes but is not limited to, maintaining the quality and consistency of HRIS database information; and serving as liaison to HRIS technical support. As part of the Human Resources team, this position also provides general Human Resources support as needed. Reports to the HR Benefits Manager.

Key Objectives:

1. Maintains the quality and consistency of HRIS database.
2. Serve as the first point of contact for employees and supervisors for questions related to timesheets and accruals. Follow up to resolve issues.

Principal Duties & Responsibilities:

1. Updates/assigns HRIS tables, codes, and security profiles.
2. Runs scheduled reports and creates reports as needed.
3. Provides HRIS technical support to Human Resources and other staff.
Communicates guidelines and procedures.
4. Keeps abreast of new HR system developments and provides an explanation regarding how these updates affect current processes and procedures.

5. Identifies opportunities for improving Human Resources processes, systems, or operational changes. Assist with implementation.
6. Work with employees and supervisors to resolve issues related to timesheets and time off accruals. Work with the Payroll Manager and Finance Department to conduct semi-monthly payroll review.
7. Track agenda items for regular call with Paycom and take lead on implementation of business process changes and coordinates the resolution of system issues. Troubleshoots, analyzes, detects, identifies, and corrects technical problems and deficiencies.
8. Compile and submit information to third parties related to unemployment claims.
9. Complete Employment verifications.
10. Facilitate transition to digital filing system. Maintain digital and hard-copy employee files.
11. Serve as back up for benefits administration.
12. General HR department administration.
13. Deliver bank deposits according to posted schedule
14. Process invoices, payment requests, or other administrative tasks.
15. Process PAFs; Assist with processing new hires, payroll changes, and terminations.
16. Serve as a Safety Committee Representative for the EAC Network Headquarters
17. Provides other support to Human Resources, management and staff as needed.

Knowledge, Skills, & Abilities Required:

1. Minimum of two years of progressively responsible professional experience in Human Resources.
2. Experience working with Paycom or other cloud-based HRIS systems strongly preferred.
3. Proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications necessary.
4. Advanced Excel experience required, includes ability to do V look ups and Pivot Tables.
5. Excellent communication, verbal and written, and organizational skills.
6. Ability to handle multiple competing priorities.

Please apply using link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44526&clientkey=482E0819E86020A234308CF26CCD0B5C>