



Human Resources Coordinator

Department: Human Resources **Supervisor:** Director of Human Resources

Supervises: N/A

FLSA Salary Classification: Non-Exempt, Regular Full-time (ranging from 36-40 hours per week as dictated by organizational and departmental needs)

Availability: Primary schedule of standard business hours with occasional evening and weekend availability required to support the department and organizational needs.

GENERAL SUMMARY:

This role provides key support to multiple functions within Human Resources, including maintaining personnel records, files and supports the recruitment, hiring and orientation processes. Assists with the preparation and tracking of yearly performance evaluations, ongoing maintenance of job descriptions and the garden's employee handbook. This position is a member of the Safety Team, actively promotes the Garden's training programs and tracks compliance per department. The Human Resources Coordinator under the supervision of the Director of Human Resources administers the yearly benefit enrollment process ensuring selected plans are administered in accordance with all applicable regulations and that plan provisions are followed. Provides assistance to employees and supervisors on questions related to time and attendance, payroll, accrual balances and benefit-related questions, acting as a liaison when necessary between employees and benefit providers.

ESSENTIAL DUTIES: include the following. Other duties may be assigned.

- Maintains records of personnel-related data (employee files, I-9's, personal information, training documents, database maintenance, payroll and benefit information, employee leaves, turnover rates etc.) in defined formats, ensuring all employment and legal compliance requirements are maintained.
- Processes all approved Personnel Action Notices in a detailed and timely manner, updating all associated records.
- Performs research and participates in establishment and maintenance of designated personnel functions such as policies and procedures, compensation structures and benefit packages.
- Coordinates performance appraisal processes including distribution of materials in a timely manner, status tracking, and related follow-up actions.
- Schedules meetings, training classes, job fairs, HR and employee events, maintaining the HR Departments agenda and calendar.
- Supports the recruitment/hiring process by processing personnel requisitions, sourcing candidates, tracking applications and outcomes, assist in shortlisting and scheduling interviews with applicable departmental representatives.



- Performs orientation and onboarding of new hires, to include processing of new hire paperwork through completion.
- Administers the garden's health and welfare plans, including new applications, status changes, termination of coverage and open enrollments.
- Provides administrative assistance by responding to internal and external HR-related inquiries or requests.
- Effectively communicates with internal and external customers of the Human Resources department, providing service and support in a manner consistent with the organization's core values.
- Maintains confidentiality with a complete understanding of the trusted nature of the work of the Human Resources department personnel.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven experience as an HR coordinator or relevant human resources/administrative position for at least two years. Demonstrated knowledge of Human Resources processes and best practices, including familiarity with using HR and administrative software and tools.
- Sound knowledge of all labor laws and compliance regulations related to personnel matters. Demonstrated pursuit of maintaining a current level of knowledge.
- Strong ability in effectively utilizing the MS Office Suite of products, with Outlook, Word, Excel and PowerPoint, of particular importance.
- Understanding of sourcing and recruitment strategies, such as resume databases and online communities.
- Familiarity with social media and online recruiting strategies.
- Effective oral and written communication skills, ability to develop positive and collegial working relationships.
- Ability to handle data with confidentiality and exercise influence in complex and sensitive situations within all levels of the organization.
- Good organizational and time management skills.
- Understanding of financial principals at an intermediate level, with experience in payroll processing, expense tracking and analysis, and database/spreadsheet input desired.
- BSc/BA in Business Administration or relevant field preferred; additional education in Human Resource Management is a plus

**SUCCESS FACTORS:**

Exemplify Core Values and model them for staff, applicants and other parties interacting with the Human Resources Department. Strong written and verbal communication skills. Enthusiastic learner who demonstrates a strong attention to detail and problem solving abilities. Ability to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. Motivation and ability to contribute to the attainment of specific goals and results of both the Human Resources department and support of the organization's mission.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Generally works in a well-lit, climate controlled office with frequent interruptions in the work schedule. As a member of the organization's staff, is occasionally required to work in outdoor environments that are subject to external weather conditions and varying temperatures.
- While performing the duties of this job, the employee is occasionally exposed to fumes, dust, airborne germs and cleaning chemicals. Ability to lift between 15 to 25 lbs., frequent bending, reaching, sitting, standing and walking. The noise level in the office work environment is generally quiet to moderate.

The Huntsville Botanical Garden supports a culture of inclusion that attracts, inspires, and engages people to achieve success. The Garden is committed to hire and develop employees based on job-related qualifications irrespective of race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status. To increase diversity in professions related to the public garden realm, we encourage applications from underrepresented minorities, persons with disabilities, and veterans.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At the Huntsville Botanical Garden, they are considered neither inclusive nor exclusive. *It is expected that up to 20% of your duties may change annually.*