



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

**Title:** Human Resources Coordinator

**Status:** Non – Exempt

**Terms:** Time-Limited 1 year Full-Time

**Reports To:** Chief Operating Officer

**Job Summary:** The HR Coordinator is responsible for providing administrative support to the daily operations of the Human Resources Department. Duties will consist of processing employment documentation, recruitment, benefits, training and development, and any other duties as assigned.

**Essential Duties and Responsibilities:**

- Organize and maintain employee files, ensuring completion, accuracy, and confidentiality
- Strong initiative in preparing special projects and programs
- Develop agency reports as it relates to human resources
- Become familiar with agency Policies and Procedures as it relates to Human Resources
- Undertaking quality checks of selection and recruitment process and reports
- Organize & facilitate job fairs (internally & externally)
- Execute I-9 certification; create new cases and resolve open cases in E-Verify
- Update employment website and job site postings
- Data entry of employee records in HRIS
- Full recruitment cycle-recruitment, interview, selection, onboarding, etc.
- Prepare interview packets and new hire orientation documentation; facilitate new hire orientation
- Assist employees with the completion of benefit enrollment forms

### **General Knowledge/Skill Requirements:**

- Ability to work independently
- Exceptional proven organizational and time management skills
- Solid knowledge of Microsoft Office and navigating skills
- Strong communication skills (both written and verbal)
- Attentive to detail; understanding the importance of accuracy
- Maintain strong confidentiality of agency documentation and matters
- Team player, reliable, trustworthy, flexibility and adaptability to change
- Good judgement and decision-making skills
- Multi-tasking of diverse projects
- Foster working relationships with staff/co-workers

### **Work Experience Requirements:**

- A minimum of one to three years of experience working in human resources or related field
- Experience dealing with diverse work groups
- Full recruitment cycle experience
- Experience facilitating trainings, special projects and programs which requires strong initiative and work ethic

### **Education Requirements:**

- Bachelor's Degree in Business Administration, Human Resources or related degree and one to three years related Human Resources experience OR equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Equal Opportunity Employer**