

HALLKEEN MANAGEMENT

Job Title: Human Resource Coordinator

Location: Norwood, MA 02062

Hours: Full-time 35 hours per week

Job Description:

HallKeen Management seeks a talented, energetic, and hard-working Human Resource Coordinator to assist the HR department. Reporting to the SVP of Human Resources, this position requires an outstanding ability to multi-task as well as superior organizational skills. This position requires an individual who understands the necessity for confidentiality and professionalism at all times and is able to deliver in a fast-paced, demanding environment with the ability to adapt to change. The HR Coordinator must have effective communication skills, both written and verbal, the ability to work independently and prioritize work, and have a proactive approach in order to anticipate HR needs. Attention to detail, team player, and strong customer service is a must for success in this role. Candidate should possess high energy and a desire to learn.

The individual will be responsible to manage and coordinate policies and programs for all Human Resource functions including but not limited to; benefits, payroll, monthly reporting and billing, recruitment, new hire process, employee relations, coaching employees, conflict resolution, progressive discipline, safety and health, and workers' compensation.

Specific responsibilities will include but not limited to:

Oversee compliance of all company policies

Assist with all administrative duties including filing

Assist with Payroll duties including entering data, mailing checks, and entering data into General Ledger

Assist with company benefits and related programs. Including medical, dental, 401K, FSA, medical leaves, FMLA, and LOA

Assist with recruitment efforts and prepare and place job ads internally and externally

Assist with preparing, collect, and process all new hire paperwork

Assist and be willing to work on projects as needed and in various aspects of HR

Assist with Employee questions or concerns as needed

Understand and follow all Federal and State laws; FSLA, ADA, FMLA, OSHA, etc.

Required Experience:

Bachelor's/Associates degree preferred and a minimum of 1-3 years Human Resource experience with an understanding of basic concepts.

If you are interested in applying please forward resume to propertycandidate@yahoo.com