



## Job Description

<b>Job Title:</b>	Human Resources Coordinator
<b>Office:</b>	Los Angeles
<b>FSLA:</b>	Non-Exempt
<b>Department:</b>	Human Resources
<b>Schedule:</b>	Monday - Friday, 8:30 a.m. to 5:00 p.m. (37.5 hours/week)

**Reporting Relationship:** Works under daily direction of the Director of Human Resources & Administration (DHR)

### Responsibilities:

Under general supervision, provides administrative support to the human resources department and DHR.

### Essential Functions:

*The Americans with Disabilities Act (ADA) requires employers to provide a reasonable accommodation that allows an individual with a disability to perform the essential functions of the job. The following essential functions are typical function which the individual occupying this position must perform unaided. A qualified person with a disability may request a reasonable accommodation, which the Firm will attempt to provide, absent undue hardship. The Firm retains the right to change or assign other duties to this position.*

### Client Service Goal:

Consistently promotes and models courteous client service in a prompt and efficient manner. Maintains positive relationships with all LCW internal and external clients through professional honest interaction. Responds to requests quickly and professionally recognizing that a request serves a firm need.

### Daily Tasks

- Acts as liaison between LCW employees and HR
- Coordinates new hire packets; ensures all paperwork is completed
- Creates, organizes, and maintains personnel files as appropriate and compliant
- Provides administrative support to Human Resources department and DHR
- Keeps track and orders HR supplies and resource materials
- Assists with calendaring HR meetings, trainings and programs for staff such as annual open enrollment, compliance trainings, job fairs, wellness programs, etc.
- Calendars reminders for new hires orientations and other trainings

- Enters new hires into HR systems and benefits platforms
- Assists with gathering information and preparation of LOA reports
- Coordinates and tracks employee clearances and ensures they remain current
- Coordinates and assists with HR employee changes as it relates to position, salary, LOA, and terminations
- Coordinates and assists with Benefits Administration
- Tracks employment agreements and/or offer letters and assures they are filed
- Prepares transition packets for LOA/transitioning employees
- Assists with employment verifications
- Assists with audits, as needed
- May assist with coordination of Recruitment efforts
- Provides back-up relief for Receptionist as needed

#### *ADA/Physical Duties*

- Capacity to communicate information and ideas so others, in person and via telephone, in a manner, which can be understood by others. Must be able to exchange accurate information in these situations
- Capability of dialing or otherwise using a telephone to place and receive phone calls
- Ability to access input and retrieve information from a computer to produce typed copy, reasonably free of errors.
- Capacity to pick up, and read books, files, and other materials.
- Willingness and capacity to move to and from the work area repeatedly throughout the day as necessary.
- Willingness and capacity to remain in a stationary position for prolonged periods throughout the workday.
- Ability to make/retrieve copies from various copy, fax, and scanning machines.
- Ability to position self to maintain files in file cabinets
- May be required to lift boxes up to 10lbs

#### *Safety Practices*

- Adheres to LCW general safety practices and any unique safety practices for the department and/or building. Follows protocol and public guidelines for Covid-19.

#### *Other Duties*

- Other duties/projects as assigned

#### **Requirements and Skills for Success:**

- Ability to maintain confidentiality of employee information and assure employee rights is protected
- General knowledge of federal and state employment laws. Must have general human resources experience
- Effective internal and external relationship building skills; Advanced verbal and written communication skills and the ability to present effectively to small and large groups

- Solid organizational skills, ability to handle multiple tasks/projects with attention to detail
- Proficient in Microsoft programs (Word, Excel, PowerPoint),
- Experience with payroll and HRIS systems.
- Ability to balance and meet competing priorities and tight deadlines
- Proficient skills in entering data into spreadsheets, databases, queries and reports
- Ability to learn moderately complex computer systems and adapt to changes in such systems

**Preferred Experience:** 3-5 years in assistant HR role

**Formal Education:** Bachelor's degree in a related field preferred

**LCW is an Equal Opportunity Employer**