

## HR Coordinator

If you are looking for an exciting and challenging opportunity, with true growth potential, in a growing & stable company that offers a friendly working environment, then this is the place for you. Perfumania Holdings, Inc. is positioned as a large, national, vertically-integrated specialty retailer and wholesale distributor of designer perfumes, fragrances and other related products. We have an immediate opening for a Human Resource Coordinator position in our Corporate Office located in Suffolk County. This is a fast paced environment and requires high energy level and the ability to multi-task.

Some duties include:

- Corporate and Warehouse recruiting and processing
- HRIS Data Entry
- Create, run and analyze reports related to HR functions
- Correspondence & filing related to HR operations
- Conduct new employee orientations; administer preemployment tests; conduct reference checks
- Assist in other areas such as Benefits as needed
- Assist in employee events
- Administer the electronic I-9 database
- Process unemployment claims
- Process employment verifications
- Process terminations
- Employee relations
- Special projects as needed

Requirements:

- Bachelor's Degree
- Strong Microsoft Office Skills, Excel is a must
- Reporting experience a must
- Strong Analytical skills
- 2-3 years experience in Human Resources or related field
- Team player
- HRIS Sage Abra a plus
- JDA/AS400 a plus
- Bilingual a plus

Perfumania offers a comprehensive benefits package. When submitting your resume, submit all attachments in Microsoft Word format only to [resumes@perfumania.com](mailto:resumes@perfumania.com) and include the job code HR Coordinator in the subject line of

the email. Perfumania is an Equal Opportunity Employer. EEO. This Employer participates in EVerify.

Schedule is 9am to 5pm, Monday through Friday

Rate of pay \$17-\$19/hour

Perfumania Holdings, Inc.

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