

## **Human Resources Coordinator: Full-Time – Hauppauge, NY**

Compass Workforce Solutions (CWS) is an award winning human resources consulting firm dedicated to providing the Human Resources expertise and resources to meet the needs of small businesses located in NYC, Long Island and NJ.

CWS is seeking a Human Resources Coordinator to provide HR support services to our HR Team and client companies. We love going to work and so could you!

The Human Resources Coordinator will work in partnership with our HR Generalists and Business Partners to provide services on site and remotely to clients in the NYC, Long Island and NJ area. The services include assisting clients with compliance with applicable Federal, State and local employment legislation and regulations; employee record retention; payroll preparation, benefits management; recruitment and onboarding; employee communications; administrative support; and HR related projects. The HR Coordinator may also represent CWS at business meetings and events.

The HR Coordinator will typically spend 80% of his/her time working in the CWS main office, in Hauppauge, NY, and the remaining 20% of the time will be spent traveling to client locations, meetings and events within NYC, Long Island and NJ.

Qualified candidates must have a Bachelor's Degree or equivalent in a related field; a minimum of one (1) to two (2) years of experience in HR with exposure to payroll processing, benefit administration, creating employee reports, recruitment, and administrative work. Qualified candidates will possess excellent written and verbal communication skills; be proficient in the use of Microsoft Office Suite, Adobe Acrobat, and social media platforms such as LinkedIn; with the ability to learn HRIS systems; and be able to maintain strict attention to detail and confidentiality. Preference will be given to those with a SHRM affiliation and/or preparing for the PHR/ SHRM-CP certification.

**Compensation & Benefits:** CWS provides competitive compensation, assistance with establishing a home office, cell phone and laptop computer, opportunities and reimbursement for professional development including SHRM membership, group health benefits, 401k retirement savings plan with company contribution, enhanced disability benefits, AFLAC, statutory benefits and the potential ability to telecommute and work flexible hours.

**To apply:** Provide cover letter, hourly compensation requirements and resume to [Careers@compasswfs.com](mailto:Careers@compasswfs.com) or follow the link to apply: <https://www.ziprecruiter.com/job/54591c1d>

For additional information about CWS, visit our Web site at [www.compasswfs.com](http://www.compasswfs.com)

CWS is an Equal Employment Opportunity Employer. We encourage veterans, seasoned professionals, and those returning to the workforce from unemployment or planned breaks to apply.