

Human Resources Coordinator, Part-Time

- Run potential new hire and annual background checks
- Assist with the new hire/onboarding process including ADP Workforce Payroll
- Inform team members about healthcare benefits, compile enrollment/waiver forms, forward to healthcare broker for processing.
- Assist with the termination process
- File management – manage all personnel files, active and terminated (manual and virtual), healthcare, 401k, etc.
- Create forms for Human Resources Department; some PDF fillable
- Order access cards, maintain card numbers for all team members
- Create and maintain New Hire Welcome packet
- Assist team members with time keeping and assist with any HR related items
- Update and maintain company contact sheet
- Assist with recruitment of candidates; organizing resumes and conducting phone screens

KNOWLEDGE:

EDUCATION: BA in Human Resources or Business

EXPERIENCE: Min 2+ years' HR and ADP experience

SPECIAL SKILLS: Strong ADP Workforce. Ability to exhibit a high level of confidentiality. Administration of benefits and other HR programs, Ability to prioritize tasks to meet deadlines, and attention to detail is critical. Oral and Written Communication Skills, Customer Service, Math Aptitude, Organization, Planning, and Time Management, Computer Literacy – Microsoft Office, Excel, ADP

Position is Part-Time; 24-25 hours per week. Location; Melville, NY

Successful completion of a pre-employment background including, but not limited to, employment verification's, criminal search and Motor Vehicle Record (MVR) search as well continued verifications throughout employment to ensure that all records meet company policy standards.

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EOE - Females/Minorities/Protected Veterans/Individuals with Disabilities

To apply; Send resume to hr@hartfordfunding.com