

Human Resources Coordinator

South Setauket, NY

Why work at Jefferson's Ferry?

- People truly enjoy working here!
- We offer opportunities to learn and for career growth
- Our staff is welcoming, professional and friendly
- You'll work in a lively, positive and elegant environment
- We offer flexibility for our staff for work/life balance
- Fun, fast-paced culture
- You can make a difference

If you are excited about a career in Human Resources and want to join a dynamic team, this may be the right position and company for you!

Working closely with members of the HR team, you will take charge of administrative tasks for the department. You will assist employees with general inquiries and direct to the appropriate team member, process pre-employments, on-board new hires, process status changes, assist with Orientations, track various items and other administrative tasks. This is a position which is pivotal and really makes a difference!

Our Human Resources Assistant requirements include:

- Bachelor's degree in Human Resources preferred, with a minimum of 1-2 years of related experience.
- HRIS experience (PayPro a plus)
- Excellent organizational/communication/team orientation/creative skills
- Self-Directed
- Ability to multi-task in a fast-paced environment
- Superior customer service and administrative skills
- Excellent computer skills (Word, PowerPoint, Excel); Adobe and Publisher a plus
- Bilingual (Spanish/English) a plus

JEFFERSON'S FERRY IS THE 2018 BEST OF LONG ISLAND WINNER OF

- *Best Retirement Community
- *Best Assisted Living (Health & Wellness)

Jefferson's Ferry is a Life Plan Community and a unique concept. It provides Independent Living and a comprehensive retirement living option for adults over the age of 62 by offering an Active Adult Community, Assisted Living, Skilled Nursing Care and Memory Care, all centrally located on one campus. Talk to us! Forward your resume with **HR Coordinator** in the subject line to: jfhr@jeffersonsferry.org or by fax 631-675-5597. An EOE.