

Coordinator – Human Resources

Full-Time

Summary

Provides coordination, guidance, and administrative support that are consistent and effective in the application of policies, procedures, and practices of the Human Resources Department.

Primary Responsibilities

- Assists department in carrying out various human resources programs and procedures for all company employees
- Assists in benefits administration
- Coordinates company leave of absences (LOA)
- Coordinates Family Medical Leave (FMLA) process to include determining FMLA eligibility, processing of application, tracking and reporting, and employee notification
- Coordinates Worker's Compensation program with employees, supervisors and vendors
- Coordinates recruitment efforts for exempt and nonexempt personnel (excluding managerial levels and above); and helps to coordinate the use of temporary employees
- Conducts new employee orientations; administers pre-employment background checks; conducts reference checks
- Assists with annual EEO-1 report; maintains other records, reports, and logs pertaining to applicant flow procedures
- Assists in exit interview process
- Assists in organizational training and development efforts
- Assists with company-wide employee initiatives
- Maintains Human Resource Information System (HRIS) records and compiles reports from database as needed
- Maintains employee personnel files
- Participates in administrative staff meetings and attends other meetings and seminars
- Other duties as assigned

Qualifications/Skills & Knowledge Requirements

Education: Education and work experience requires any combination of the following: A bachelor's degree in Human Resource Management or related field, OR One to two years' experience in the HR field, OR Any similar combination of education and experience

Experience: Requires prior knowledge of principles and practices of human resources. Prior experience with an HRIS database preferred.

Skills Knowledge & Abilities: Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.

Physical Demands:

- Ability to work at a computer for extended periods
- Ability to work at a computer for extended periods
- Ability to lift up to 10 pounds frequently and 25 pounds occasionally
- Ability to open files and cabinet drawers, stoop and bend

Environmental: Typically works in an office environment

About VersAbility Resources

VersAbility Resources, has been supporting people with disabilities of all ages and their families for more than 65 years. We are a non-profit, serving 1,600 individuals with disabilities each year through early childhood, community living, day support, and five different employment programs ranging from supports for high school students with disabilities to adults with disabilities. We serve the entire Hampton Roads region and the 10 counties on the Middle Peninsula.

With a budget of \$47 million and over 1,000 employees, we are a major business and employer. We subcontract with disability-serving agencies across the country to fulfill two nationwide federal contracts, creating over 300 jobs for people with disabilities across the globe. We are a capable business partner, engaged in federal contracting, manufacturing, packaging, X-ray and document scanning, order fulfillment and more.

Our Vision

We envision a world where people with disabilities enjoy dignified, productive lives of their choosing as fully accepted members of society.

For more information, visit: www.versability.org.

*VersAbility Resources is an Equal Employment Opportunity/Affirmative Action employer:
EOE/M/F/Disability/Vet/Drug Free Workplace*