

HR COORDINATOR

ROLE AND PURPOSE

Are you a bright, articulate, detail-oriented HR Coordinator with outstanding problem solving and communication skills? PLACE Inc. is looking for an efficient Human Resources (HR) Coordinator to join our team and undertake a variety of HR administrative duties. As an ideal candidate, you will have a broad knowledge of human resources and the real estate industry as well as experience with general administrative duties. You will have excellent administrative and IT skills with the ability to multitask and adapt in a fast-paced environment.

DUTIES AND RESPONSIBILITIES

- Facilitating human resources processes
- Administering employee health and welfare plans
- Acting as a liaison between employees and insurance providers
- Resolving benefits-related problems
- Ensuring the effective utilization of plans related to HR programs and services
- Administering health and welfare plans, including enrollments, changes, and terminations
- Answering employee requests and questions
- Assisting with new employee hiring processes
- Reconciling benefits statements
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Assisting with the performance review and termination processes.

Skills and Competencies

- Working understanding of human resource principles, practices, and procedures.
- Strong organizational skills and ability to prioritize workload in order to stay on schedule and meet tight organizational deadlines.
- Able to demonstrate attention to details and good record keeping.
- Proficient in Microsoft Office (Word, PowerPoint, Excel) and Google Suite
- Hands-on attention to detail-oriented tasks.
- Team player who can collaborate with other teams in the organization.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management using poise, tact, and diplomacy.

QUALIFICATIONS

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience, real estate experience preferred but not required
- SHRM-CP credential preferred.