JOB DESCRIPTION

Title: Personnel Coordinator

Job Summary: Under the direction of the Director of Personnel he/she will assist in performing personnel functions to include but not limited to: recruitment, maintenance and update of personnel files, benefit management, workman’s compensation, time study/management, and other related administrative duties or tasks as directed by the Director of Personnel.

Job Duties: A. Personnel

(1) Assist in recruitment process:
   a. Advertisement placement
   b. Interview Arrangements
   c. Physical Appointments
   d. Reference verification
   e. Assist in drafting any submission of acceptance or rejection letters.
   f. Assist in timely documented follow up with applicants.

(2) Assist in updating and completion of filing system for personnel records in accordance with polices and procedures.

(3) Responsible to assist in completion of all documentation and correspondence prior to the starting date of new employees.

(4) Responsible for updating personal database and sending our notice/correspondence to employees for any evaluation, or other matters.

(5) Assist in organizing social functions for the company (i.e. Christmas Party).
(6) Assist in organizing other employee benefits and recognition awards.

(7) Assist in credentialing process and application submissions for hospitals and other agencies.

C. General Office

(1) Perform clerical functions, type letters and memos, posts and distributes correspondence.

(2) Updates bulletin boards with regulations required as well as post all vacant position and emergency employment policies at all times.

(3) Updates the status of vacant positions in EDD, NHSI Web, and career placement, OHSPD Web page, etc.

(4) Performs other related duties as directed by the Human Resources Manager.

D. Benefits Management

(1) Establish and maintain all needed documents for insurance programs (medical, dental, vision, life, etc…).

(2) Assist in quote process for insurance carriers.

(3) Promotes and believes in NHSI mission statement “Health for All”.

(4) Ability to relate to the public regardless of ethnic, religion and economic status.

Qualifications, Education, and Experience:

(1) High school diploma with additional training courses/seminars related to the Human Resources Management; and Human Resources functions, evaluation of training, experience and certificates will be based on one to one basis.

(2) A minimum of two year experience in related field or administrate duties that contribute to the knowledge of personnel management.
(3) Ability to type accurately as a speed of at least 45 WPM.

(4) Knowledge of employment labor law, federal and state requirement, and a good understanding of company and departmental policies and procedures.

(5) Poses effective communication skills to be able to assist with correspondence.

(6) Knowledge of safety and confidentiality requirements.

(7) Self-starter and able to work under pressure.

**Responsible To:** Director of Personnel

**Classification:** Full or Part Time Position, Non-Exempt

Approved By: ________________
Date: ________________