



Opportunity

Position: Human Resources Coordinator
Reports to: Chief Financial Officer

Full-time (40 hrs/wk)

Why join our team?

We impact the lives of individuals and their families every day. We influence and support autism acceptance and appreciation worldwide. Come join our innovative, dedicated, and passionate team in delivering and facilitating programs, services, education and supporting individuals and families impacted by autism across the globe.

Importance of Role

The Human Resources Coordinator supports all manpower resources needed to support our mission. You will facilitate all HR functions and programs and work toward improving policies, practices, and procedures to ensure staff efficiency and high-performance.

Opportunity

- Respond to internal and external HR related inquiries or requests
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Assist with annual benefit renewal process
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions
- Perform orientations, onboarding, and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Process semi-monthly payroll in paycom system and maintain HRIS
- Support other functions as assigned.

Team

You will be working with a team of 40 professionals with a combined 325 years of experience. The Human Resource Coordinator works with graduate/doctoral level professionals and highly experienced staff in a team atmosphere.

Qualifications and Experience

- Proven experience as an HR coordinator or relevant human resources/administrative position and knowledge of HR processes and best practices
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- Experience with HR databases and HRIS systems (e.g., paycom)
- In-depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting
- Ability to handle data with confidentiality
- Good organizational and time management skills
- BSc/BA in Business Administration or relevant field.

