

H.R. Coordinator

OVERALL, JOB SUMMARY:

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The Human Resource Coordinator aids with and facilitates the human resource processes. This role provides administrative support to the human resource function including record-keeping and file maintenance.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with processing new hires and terminations.
- Assists with recruitment and interview process.
- Schedules meetings and interviews as requested by the H.R. Manager
- Photocopy, mail, scan and email documents as well as other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepare new employee files and employee handbook.
- Performs other related duties as assigned.

COMPETENCIES:

- Strong written and verbal communication abilities.
- Ability to manage multiple priorities and projects.
- Excellent time management and organizational skills
- Demonstrated critical thinking and problem solving.
- Flexibility and adaptability to changing priorities.
- Creative thinker who can develop innovative solutions
- Detail-oriented with commitment to accuracy and quality.
- Analytical approach with data-driven decision making.

EDUCATION AND EXPERIENCE:

- Working knowledge of human resource principles, practices and procedures and willingness to continue learning.
- Strong clerical skills.
- Excellent planning, time management and organizational skills.

PHYSICAL DEMANDS:

- Must be able to sit, stand, walk, reach, bend, occasionally lift light objects, and able to operate a computer using a keyboard and mouse.
- Must be able to occasionally move about inside the office to access file cabinets and office equipment, etc.

- **How to Apply:**

- To apply for this position please click on the link below:
- [Victory Energy Employment Application - Victory Energy](#)
- You may also send your resume directly to: hr@victoryenergy.com