Charlottesville-Albemarle SPCA Job Description

Position: Human Resources Coordinator
Status: Exempt
Reports to: Director of Finance & Administration
Revision Date: 9/11/2020

Summary:
The Human Resources Coordinator is responsible for completing administrative duties, assisting with staff recruitment and training, maintaining employee and vendor records, performing payroll processing, managing all employee benefits, and providing administrative support to 70+ employees.

Responsibilities:
- Develops orientation trainings for each department.
- Keeps all job postings updated and posted in designated forums.
- Reviews candidate resumes, performs all phone screenings, in-person interviews, and reference checks.
- Conducts the onboarding process and orientation of all new hires. Assists with training as deemed necessary.
- Assists employees with benefit enrollment and information for various coverage plans including medical, dental, vision, disability, and life insurance. Manages 401K eligibility and enrollments.
- Performs all payroll functions on a bi-weekly basis.
- Maintains up-to-date employee and vendor files ensuring strict confidentiality. Performs filing functions on a regular basis.
- Ensures employee handbook remains updated with new policies and employees receive notification of all changes.
- Assists managers with annual and 90-day performance evaluations and corrective action.
- Maintains all HR and Board related files on the company server making updates as needed.
- Assembles a Board of Director packet on a monthly basis.
- Proofreads various printed and online material making corrections as necessary.
- Sends out all staff communications and manages staff meetings including scheduling, set up/clean up, and implementation.
- Manages the office supply inventory and makes approved purchases.
- Runs regular company errands using company vehicles.
- Responds to all HR related queries within the organization.
- Maintains several tracking spreadsheets and documents.
- All other duties as assigned.
Physical Requirements & Work Environment:
- Ability to lift and transport materials weighing up to 30 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand or sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday, and weekend work hours.

Required Skills / Experience:
- Bachelor’s degree in Human Resources, Business, or related field.
- Previous experience working in Human Resources.
- Must possess a friendly, empathetic and approachable demeanor.
- Ability to maintain the highest level of confidentiality and professionalism at all times.
- Must be a highly motivated self-starter with strong attention to detail and the ability to work in a fast paced environment.
- Must possess excellent communication skills, good interpersonal skills, and a good understanding of employment law.
- Proficient in advanced functions of MS Word and MS Excel. Additional software knowledge is preferred.
- Valid Virginia Driver’s License required.
- Clear and effective communication skills, both verbal and written.
- Must be a reliable and trusted worker who is able to perform routine tasks without supervision.
- Must be comfortable safely driving all SPCA transport vans and Compassionate Care-A-Van, abiding by all traffic laws.
- Ability to actively problem solve and seek answers independently.
- Must be an organized and efficient team player.