

## **Emerald Coast Regional Council Human Resources Coordinator**



Emerald Coast Regional Council is one of ten regional councils in the state of Florida. For more than 55 years, ECRC has supported its seven-county region in technical assistance, economic development, and planning across a multitude of disciplines, programs, and services. ECRC team members enjoy a generous benefit package and true work/life balance as they serve the area known for community, growth, and the unrivaled beauty of the Emerald Coast.

**The Emerald Coast Regional Council is seeking a Human Resources Coordinator.** Under the supervision and guidance of the Human Resources and Administrative Director, the Human Resources Coordinator performs entry level professional human resources and administrative work for the Emerald Coast Regional Council (ECRC). Provides administrative support to the human resources function as needed including record keeping, file maintenance, and data entry. Assists to facilitate employee health and welfare plans. Ensures that benefit plan provisions and workplace policies and procedures are followed and administered in accordance with federal and state regulations. Assists with office management and various administrative tasks.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Performs administrative and low-level office management duties to include working with various third-party services to coordinate and schedule office equipment maintenance, company vehicle maintenance, and other administrative office tasks for multiple locations
- Maintains HR related employee files, disciplinary files, and pertinent employee documentation for employee life cycle (I-9s, Insurance cards, etc.)
- Works with third-party IT Managed Service as needed to complete onsite visits or assist technicians; maintains equipment inventory; may perform basic software/hardware troubleshooting
- Covers the front desk emails, calendar, and phone calls and distributes information as necessary; collects, processes, and scans mail
- Assists with recruiting to include but not limited to creating job descriptions, posting jobs, scheduling interviews, and ensuring the completion of new employee paperwork; assists with orientation and on-boarding of new employees
- Assists in facilitating benefits administration and maintenance including annual open enrollment, annual wellness program, and employee changes throughout the year, as needed
- Assists with the maintenance and facilitation of employee appreciation programs and awards along with other employee related programs and documents
- Performs low-level payroll duties to include but not limited to completing Personnel Action Forms (PAFs) and assisting the finance team by conducting research or making phone calls
- May coordinate all levels of complexity of travel arrangements for staff and members of ECRC; creates check requests and other travel documents; maintains and assists with initial reconciliation of credit card statements; obtains information and completes travel vouchers for reimbursement
- Develops, analyzes, reviews, and revises office forms and reports
- Enters data as needed into applicable computer software systems; organizes and maintains electronic and physical files; maintains contact information
- Assists in research and selection of staff training; may facilitate trainings

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- Creates and maintains documents such as orientation packets, flyers, cards, etc.; copies/scans in-house documents as needed
- May serve as a back-up for transcribing meeting minutes
- Identifies and provides assistance in resolving operational and administrative problems

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned.)*

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- Three (3) or more years' administrative experience; supplemented by some human resources experience
- Must pass a pre-employment drug screen and background check

#### **PREFERRED QUALIFICATIONS:**

- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, and training
- Familiarity with HRIS software
- Advanced computer skills and basic software/hardware troubleshooting knowledge
- Notary Public

#### **HOW TO APPLY:**

Please visit <https://www.ecrc.org/employment> to obtain an application and instructions regarding submission. Candidates will not be considered until both the application and resume are received.

*The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ECRC is a Drug Free Workplace.*