

Holy Family Institute

Human Resources Coordinator

Employer: Holy Family Institute

Reports to: Human Resources Manager

Office Location: Emsworth – Main Campus

Hours: Full Time position – 40 hours per week

General Statement of Duties: This position is responsible for performing tasks to support the Human Resources staff. This position will maintain training records and paperwork to keep personnel files up to date.

Essential Functions:

- Promotes the Mission and Philosophy of Holy Family Institute.
- Maintain program specific training spreadsheet and individual employee training records.
- Keeps supervisors informed of missing trainings or expiring trainings especially as pertains to CPR, CPI, CPSL, and PSA Boundaries training for Journey of Hope.
- Assist with training software and input as needed for all programs.
- Maintain personnel files and file paperwork to ensure files are up to date.
- Maintain company phone directory and email monthly to all HFI staff.
- Assist with coordinating new hire meetings.
- Input dates into HRIS system for physicals, evaluations, vaccines, work permits, etc.
- Creates benefit enrollment packets.
- Make ID badges for current employees, new hires, volunteers, and students.
- Perform customer service functions by answering employee questions or directing them to correct department.
- Assists with quarterly and annual surveys.
- Assists preparing files for county, state and Federal audits.
- Maintains confidentiality regarding all employees in both written and verbal communication, being especially aware of sensitive paperwork on the desk in view of others.
- Generate any reports needed or requested by management.
- Support HR Generalist II and HR Managers with projects and tasks as needed.
- Assist reviewing processes and training materials for best practices.
- Maintain neat and orderly work environment.
- Attends all mandatory trainings and furthers HR knowledge by attending HR specific trainings as assigned.
- Performs other related duties as assigned

Minimum Qualifications

High school diploma or equivalent with at least 2 years customer service experience; Human Resources preferred. Applicant must understand the nature of confidentiality in this position and adhere to that policy. Act 33/34 and FBI clearances and valid PA driver's license required. Excellent computer and writing skills needed. Additionally, must have reliable transportation to and from work. EOE