



Job Description

TITLE: HR Support Coordinator	JOB CODE: 4105
DEPARTMENT: Human Resources	FLSA: Non-Exempt
PREPARED April 11, 2023	FLSA CLASS: Clerical
UPDATED:	LOCATION: AZTEC, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under close supervision the individual will provide administrative support to one or more human resources functions, including recruiting, benefits, training, equal employment opportunities, and/or records. The individual must have excellent interpersonal communication skills, be positive, flexible, organized, and motivated. The individual will be required to maintain databases related to human resource requirements and build professional partnerships/networks with internal and external contacts.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provide a broad range of administrative support to one or more human resource functions.
- Assist with applicant screening, contact, testing, and scheduling of outside appointments.
- Assist applicants with the electronic application process and required hiring documentation.
- Answer phones and determine the nature of the call; route call to appropriate individual, office, or department, if unable to assist; take and deliver messages.
- Complete all internal and external administrative paperwork related to hiring and New Mexico law.
- Coordinate with applicants to ensure requested paperwork and forms are complete and on time.
- Provide support to help maintain applicant records throughout the hiring process.
- Work collaboratively to coordinate marketing, social media, general advertising, and other public recruitment outreach initiatives.
- Act as the initial contact between the applicant and Human Resources for questions regarding application status and access.
- Work to ensure required paperwork and documentation is complete and accurate and to coordinate offers of employment, hiring dates, and onboarding needs collaboratively with HR staff.
- Using excellent customer service skills, establish and maintain effective working relationships with applicants, employees, officials, and the public.
- Properly handle sensitive and confidential information; maintain recruitment files and perform periodic audits for compliance and recordkeeping requirements.
- May assist with pre-employment screening interviews, reference checks, and respond to routine questions on HR policy.
- Coordinate with other HR positions to be a reliable and knowledgeable backup.
- Utilize the current database of record to input, access, retrieve, and analyze data to effectively complete assigned duties.
- Perform data entry and assist with form transmittal to third parties for benefits.
- Assist with benefit filing as needed.
- Liaise with the Benefits Specialists to complete tasks assigned.
- Support the attendance and coordination of local recruitment fairs.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of methods and techniques of employee recruitment and selection processes.

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- Knowledge of applicable employment laws and regulations.
- Knowledge of County policies and procedures.
- Knowledge of administrative procedures, methods, and practices.
- Knowledge of customer service principles, practices, and techniques.
- Skill in record keeping and management.
- Skill in the use of personal computers and business software programs to include MS Word, Excel, Outlook, and Adobe applications.
- Skill in prioritizing work to meet established deadlines.
- Skill in preparing routine reports and correspondence.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with department personnel, elected officials, county staff, and the general public.
- Ability to research and learn new recruitment trends, topics, and sourcing methods.
- Ability to understand HIPAA regulations and comply with confidentiality.

Education and Experience:

- High school diploma or GED equivalent and four (4) years of administrative, human resources, or recruiting experience and/or a combination of education and related work experience sufficient to perform the duties of the position.
- Associate degree in related field, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule typically consists of a 40-hour work week performed during normal business hours.; this position may require working on some weekends and evening hours.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
