

Job Opportunity

Position: Human Resources Coordinator

Report to: Director, Human Resources

FLSA Classification: Non-Exempt/FT

Summary

The Human Resources Coordinator will provide administrative support and coordination of responsibilities for the Human Resources department and central business functions of North American Training Solutions, Inc.

Supervision Received

Receives overall direction from the Director of Human Resources who outlines general policies, duties, and reviews performance. Performs day-to-day duties on own initiative exercising a high degree of judgement and tact. Works independently and within a team environment to meet deadlines.

Duties/Responsibilities

- Serves as the point of contact between employees, contractors and the Director of Human Resources regarding all communication and inquiries related to HR functions.
- Responsible for the onboarding of employees and contractors ensuring all required documents are accurate, complete, and filed appropriately in ADP.
- Conduct annual contractor audits and obtain paperwork as needed (contracts, W9, licenses, contractor insurance, etc.).
- Responsible for ensuring employees and contractors are in compliance with all NATS, regulatory agency or federal and state requirements.
- Take part in the recruitment and hiring processes by identifying top candidate through Join our Team online recruiting process.
- Provide back up to the finance department for processing the biweekly payroll process.
- Assist in improving the processes within the HR department by conducting research and data analysis and generating reports on overall HR activities.
- Assist the Director of Human Resources with employee benefits materials (medical, dental, vision, life and disability, retirement).
- Assist the Director of Human Resources with the development and administration of policies and procedures related to employees and contractors.
- Manage ISNetworld to ensure compliance with client-issued requirements.
- Participate in weekly operations team meeting.
- Other duties as assigned by the Director of Human Resources.

Required Skills

- High level of integrity and dependability with a strong sense of urgency and results orientation.
- Ability to communicate effectively verbally and in writing.
- Ability to provide a superior customer experience.
- Ability to prioritize, organize and manage multiple functions simultaneously while meeting deadlines.
- Excellent organizational, time management skills and attention to detail.

Required Education and Experience

- 2 - 3 years of administrative experience in Human Resources.
- Excellent organizational skills and attention to detail.
- Ability to analyze situations and problem solve for positive outcomes.
- Ability to function well in a fast-paced, remote work environment.
- Proficient in Microsoft office suite (Word, Excel, PowerPoint), experience in Keynote; additional cloud-based systems and software, Google drive, one drive; strong overall technology skills.

Attributes

- Ability to work effectively and efficiently within a cohesive team environment to meet the goals and objectives of the organization.
- High level of integrity, loyalty, and dependability with a strong sense of urgency and results oriented.
- Demonstrates confidence and competence to make tough decisions.
- Maintain a positive attitude and serve as a role model for all team members.
- Remain focused and level-headed and continually demonstrate respect and gratitude to the team. .
- Maintain open communication and is available and approachable to the team.

Physical, mental exertion/environmental work conditions

PHYSICAL DEMANDS AND WORKING ENVIRONMENT The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office inside work environment.

Physical: Sufficient physical ability to perform general office functions sitting for periods of time, reaching, bending.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.

Hearing: Hear in the normal audio range with or without correction.

Hours of operation are 8am to 5 pm. This is a remote position that requires internet access.

EEO statement

North American Training Solutions is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Interested candidates must email a current resume:

to: Director of Human Resources

Paula@natstraining.com