



# HUMAN RESOURCES COORDINATOR

We are seeking a dedicated, highly-organized, and highly-efficient candidate to join our fun-loving team. This HR position will work under our Operations “umbrella” and manage the new hire process and onboarding of our consultants. Additionally, you will handle administrative and office support duties whilst concurrently working on “side projects”. This job will keep you on your toes and provide you the experience to shape your career and continue to grow.

## IN THIS ROLE YOU WILL:

### New Hires & Related Administration

- Own onboarding process: Complete & Distribute Contracts & New Hire Paperwork via online platform and Distribute & Track Drug Tests / Background Checks
- Complete Employee Verifications / References / Unemployment Documentation
- Assist with reporting new hires to the state
- Own and manage the daily background spreadsheet and communications
- Assist with processing new hires, changes and exits in our Back Office Portal

### General Support

- Liaison with Healthcare Administrator; provide 1st level support for benefit inquiries
- Contract-review support (1st Level) + SharePoint document management

### Contractor Support

- Conducts “Welcome Calls” for introductory step with contractors

## THE IDEAL CANDIDATE WILL BE:

- Experienced in staffing, administration, operations, or HR support in a high-volume organization
- Strong, and at times – firm, in their communication skills. Speaking with consultants, internal employees, and clients requires certain finesse
- Flexible – this is not your typical 9-5 gig. At times there will be late or “off hours” needed to complete the job

## BENEFITS:

- Employer paid Medical, Dental and Vision Insurance (Individual PPO through Aetna)
- 4 weeks paid vacation + sick days
- Matching 401K after 1 year
- Cell phone allowance
- Onsite gym membership available (Chicago)
- Pre-Tax commuter benefits
- Numerous recognition incentives available throughout the year