

**Capital Office
Job Posting**

Position Title: Human Resources Coordinator
Job Status: Regular, Part-Time, Exempt

Dept: Human Resources
Reports To: Controller

Position Summary:

In close collaboration with the Controller, the Human Resources Coordinator ensures that employee, management and company needs are met through effective human resource administration.

Position Responsibilities:

- Assists with the administration of various human resource plans and procedures for all company personnel
- Develops and implements policies and procedures in accordance with ownership
- Maintains employee handbook, policies and procedures manual
- Performs benefit administration to include change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness and informational activities
- Assists with the administration of the 401(k) plan
- Performs recruitment functions to include interviewing, background verification and employment offers
- Establishes a working rapport with employment agencies
- Maintains compliance and advises management on federal and state regulations concerning employment
- Produces and submits accurate federal, state and local required reports
- Conducts new employee orientations and exit interviews
- Monitors employee relations, counseling and performance evaluation programs and revises as necessary
- Maintains confidential employee information
- Creates and updates job descriptions as necessary
- Responds to employee inquiries regarding HR policies and procedures
- Maintains employee records and compiles reports from database
- Assists Accounting staff with bi-weekly payroll preparation and processing

Minimum Qualifications:

This position requires a High School Diploma or GED and four years of various human resource administration experience, education and training. Proficient in Microsoft Word, Excel and Outlook. Working knowledge of federal and state employment laws and regulations. Considerable knowledge of payroll processing. Strong understanding of benefit administration. Ability to communicate effectively both orally and written to employees and management in a professional manner. A Bachelor's Degree in a related field and PHR certification are preferred.

Physical Demands:

While performing the duties of this job, the selected candidate will be required to use hands to handle or feel; reach with hands and arms; and talk and hear. The selected candidate will also be required to stand, walk, sit, climb or balance and stoop, kneel, crouch or crawl. Must possess the ability to lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

To Apply:

If you are interested in applying for this position, please visit our website at www.capital-office.com to download an application. Applications can be faxed to 907-777-1515, mailed to 1120 E. 35th Avenue, Anchorage, AK 99508 or e-mailed to hr@capital-office.com.

This job posting illustrates the essential duties of this position. It does not prescribe or restrict the tasks/responsibilities that may be assigned.