

# ***RECREATION CENTERS OF SUN CITY, INC.***

## **Job Opening Human Resources Coordinator**

**SALARY RANGE: \$36,233 to \$51,813 Annualized**

**JOB SUMMARY:** The HR Coordinator assists Human Resources in the administration of HR programs and activities, specifically benefits, leave administration and employee data management. Provides guidance to employees and managers/supervisors on HR policies and procedures. The position provides administrative support to the H.R. function as needed (e.g. correspondence generation, record keeping, file maintenance, HRIS entry) The HR Coordinator also ensures plans are administered in accordance with federal and state regulations and plan provisions are followed. Acts on behalf of the Director of HR in his/her absence.

### **POSITION REQUIREMENTS:**

- Associates degree in human resources or business
- SHRM Certified Professional (SHRM-CP) credential
- Three to five years' experience working in HR
- Experience administering employee benefits, including health, welfare and 401(k)
- Experience with HRIS, Great Plains preferred
- Handles highly confidential information in a discreet manner.
- Identifies and implements process improvement initiatives.
- Counsels employees on plan provisions so that individuals can make informed benefits decisions.
- Coordinates annual open enrollment period during 4<sup>th</sup> quarter of each year as scheduled. Processes changes within deadlines.
- Completes reports for management as requested.
- Coordinates and assists with the ACA and ERISA benefits reporting requirements.
- Acts as a resource for payroll/HR contacts to ensure their understanding and compliance with benefits and HR policies and regulations.
- Keeps management advised of potential problem areas and recommends/implements solutions as appropriate.
- Conducts new hire orientations and processes paperwork.
- Prepares government reports related to compliance or other HR functions
- Proofreads company policies and procedures and related documents, edits and submits changes for approval as needed, to assure compliance. Communicates information.
- Ability to compose correspondence.
- Excellent computers skills proficient in Excel, Word,
- Good knowledge of Human Resources practices.
- Knowledge of local, state and federal laws
- Ability to obtain and maintain an excellent driving record

**APPLICATIONS:** Applications and further information may be obtained from the Human Resources Department or online at [www.suncityaz.org](http://www.suncityaz.org).

**SELECTION PROCEDURE:** Experience listed on the application form will be assessed for appropriateness to the position requirements.

**LAST DATE TO APPLY:** Open until filled

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