

HUMAN RESOURCES COORDINATOR

The Human Resources Coordinator will perform administrative tasks and services to support effective and efficient operations of the organization's human resource functions. This role assists employees through the life cycle of their employment. A good candidate enjoys finding solutions to help employees and should have good communication and organizational skills. She/He will be able to track employee changes, notify appropriate functional areas of adjustments, understand HR regulations, reconcile issues, and assist in best practices and procedures.

ESSENTIAL FUNCTIONS AND DUTIES

- Maintains accurate and up-to-date human resource files, records, and documentation with confidentiality.
- Answers questions from applicants and employees relative to standard policies, benefits, hiring processes, compliance standards, etc.
- Prepares documents necessary for implementing benefits coverage and retirement funds.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with planning and execution of special HR initiatives, such as benefits enrollment, wellness, accreditation, contracts, and employee events.
- Compile report data as requested for compliance, accreditation, and administrative use.
- Processes payroll and assists with other payroll functions, such as answering employee questions and fixing processing errors.
- Stays up to date with best practices and compliance standards; assists in updating and developing best practices and procedures in the organization.
- Learns routine Business Office processes to provide coverage of other team members as needed. Participate in team projects and assist in special events where the business office provides support.
- Performs other job related duties as assigned.

REQUIRE SKILLS/ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn computer applications relating to payroll management, human resource management, and employee record management.

MINIMUM QUALIFICATIONS

Education

Required: Associate's degree in related field

Preferred: Bachelor's degree in related field

Experience

Required: 1 year of relevant HR work experience

Preferred: 2 years of relevant work experience

Experience in a school and/or non-profit environment

Certification/Licenses/ Registration

Required: None

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. Ability to work some nights and weekends to participate in school events that the Business Office supports is necessary and usually there is reasonable notice.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007