

# HR Coordinator

**Reports to Managing Principal | CEO**

**Market Title: HR Coordinator**

**Location: San Antonio**

## Job Overview

Cleary Zimmermann is seeking a dynamic Human Resources Coordinator with strong customer service, interpersonal and organization skills who is ethical, empathetic, resourceful, adaptable, and efficient. You will facilitate daily HR functions like keeping track of employees records and supporting the interview processes. Your role also involves performing tasks with a focus to grow our company's talent pipeline and improve our sourcing tactics.

A successful Human Resources Coordinator at Cleary Zimmermann would be motivated and enthusiastic about supporting Cleary Zimmermann's most valuable resource, our employees. Enjoy a busy, forward-thinking office environment in a trendy space located in popular So-Flo district of San Antonio.

## Summary of Duties

The primary duties and responsibilities of this position include the following:

- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding, and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

## Qualifications

The following qualifications are requirements of the position:

- BSc/BA in Business Administration or relevant field; additional education in Human Resource Management will be a plus
- Proven experience as an HR coordinator or relevant human resources/administrative position
- Knowledge of human resources processes and best practices
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- In-depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills
- CIPD certification is an advantage

## Continuing Education

As needed, use courses, webinars, reading or other methods to enhance or improve skills used daily.

## Working Conditions

This position may require occasional night and weekend work to complete projects.

## Physical Requirements

The ability to carry up to 30 lbs. of packages is a requirement of the position.

## Direct Reports

None

*Last Update: May 2021*