

Human Resource Coordinator – Raleigh, NC

The Human Resource Coordinator will provide high level administrative support to the entire HR team. The selected candidate will be knowledgeable of the hiring process and benefit administration, while providing excellent customer service to all company associates and its vendors. In addition, the HR Coordinator will assist in other HR general duties such as the onboarding process to include background checks, administering I-9 documentation, as well as new hire orientation. Primarily responsible for the administration of the Human Resources Information Systems (Ceridian) and the coordination of other HR related projects.

Qualifications include: At least an Associates' degree in Business and/or HR Certification (PHR) with up to three years of Human Resources or Office Administration experience required. We are looking for a professional and energetic individual with excellent communication and strong computer skills in word processing, spreadsheets and HRIS. Must be able to prioritize, meet deadlines, work independently, keep accurate and detailed records and reports, and appropriately handle confidential information.