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Search for Req #: 167201BR - Human Resources Coordinator - Brentwood TN

This position is open until filled.

JOB DESCRIPTION:

The HR Operations Coordinator is responsible for providing day to day operational, project and functional support to the broader human resource team including Talent Acquisition, Employee Relations, Talent Management, and Benefits and Compensation. This role will also provide support and guidance to team members throughout the organization as a member of the Solutions Center. This position reports to the Director, Employee Relations.

Essential Functions:

Triages team member inquiries seeking HR support and directly responds or redirects to the appropriate self-service portal and/or the HR subject matter expert.

Partners with HR Functional teams to address day to day concerns and resolve issues. May represent HR Operations on HR functional project teams.

Responsible for assisting managers and supervisors in understanding company policies and procedures.

Provides support to the senior HR management and business leaders in collecting, compiling and coordinating information in support of program and operational efficiencies.

Performs and/or oversees the on-boarding/off-boarding duties to include, but not limited to; processing new hires, changes, and terminations and maintaining accurate records.

Responsible for internal HR records management and coordinates with partners in Talent Acquisition, Clinical Operations and Credentialing to ensure compliance.

Facilitates new hire orientation and may lead other learning/training presentations related to programs and processes supported by the coordinator role.

Partners with HR Tech and Analytics to produce standard reports and ensure data integrity. Examples of reports include, but are not limited to: new hire reports, change reports, turnover reports, census reports, EEO-1 reports, credentialing reports, and various audit reports which support systems data integrity.

Serves as a resource to maintain employee self-services and manager self-service portal content and related training materials.

Ensures on-boarding processes adhere to company policy and are compliant (e.g. I-9 Verification, E-Verify, EEO-1 reporting, etc.)

SUPERVISORY RESPONSIBILITIES:

This position will not supervise other associates.

EDUCATION and/or EXPERIENCE

Familiarity with local, state and federal employment laws.

Strong detail orientation. Demonstrated ability to handle personal and confidential and/or legally restricted information securely and confidentially.

Excellent written and verbal communication skills.

Ability to quickly establish credibility and develop relationships with team members at all levels.

Solid analytical and problem solving skills.

Excellent customer service, organizational and multi-tasking skills.

Proficient with standard office software to include Microsoft Outlook, Excel, Word, and PowerPoint.

Strong technical skills - experienced with web-based programs and software databases in terms of demonstrated experience with data entry and using software/applications for creating reports.

Comfortable working in an environment that requires flexibility and the ability to work autonomously with general direction.

Preferred Qualifications:

Bachelor's degree strongly preferred.

Minimum of two years of HR experience or equivalent work experience required.

Melanie P. Grantham, MS, PHR, SHRM-CP

Air Force Spouse

Recruiter Connect™ Specialist

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