

Human Resource Coordinator

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| FLSA: Exempt | Salary: \$42,000-\$50,000 | Hours: 40+ hours per week M-F 8am to 5pm with some weekends or evenings based upon events | Created 1/2023 Edited 11/.2023 |
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The National Cowboy & Western Heritage Museum is seeking a Human Resources Coordinator to work in all aspects of human resources practices and processes. This person is the go-to persona for all employee-related issues, which includes coordinating activities such as onboarding, out-processing, benefits, recruitment, training and development.

Specific Responsibilities:

- Helps implement HR strategies and initiatives that align with the overall business strategy.
- Responsible for the onboarding of all new hires; to include but not limited to making sure their office is ready, all the forms are complete, set up in Paycom, first day onboarding, benefit orientation, updating org charts; requesting emails, plus a follow up orientation to make sure they feel part of the team and have all of their questions answered. This may include conducting an onboarding at different times based upon the shift the employee is working.
- In collaboration with the HR Director, maintains and updates the Employee Handbook, Policies and Procedures, performs claims resolution, updates portals, and pays monthly invoices.
- Conducts recruitment efforts for employees; writes and places advertisements; works with supervisors to screen and interviews candidates; conducts reference checking; extends job offers.
- Supports current and future business needs through the development, engagement, motivation and preservation of our most precious asset: our employees.
- Enters changes and new hire data into pay plan platforms (Paycom) and benefits vendor platforms, verifying everything is current for each pay period.
- Assess training needs and helps create training programs.
- Bridges management and employee relations by addressing demands, grievances, and other issues.
- Assist with end of year evaluations,
- Helps maintain department records and reports. Scans and labels employee records in the cloud in a timely manner.
- Ensures compliance with all federal, state and local employment laws. Keep current with changing HR laws.

Education and Experience Requirements:

- Bachelor's degree, preferably in Business Administration or Human Resources with 2 years' experience in Benefits.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.
- Excellent active listening and presentation skills
- In depth knowledge of labor laws,
- People oriented and results driven
- Proficient in Word, Excel and PowerPoint
- Must be perform mail mergers and create writeable PDF documents
- 40+ hours per week with some weekend and evening special events

To Apply:

Please submit resume and cover letter to hr@nationalcowboymuseum.org.