

Human Resources/Office Coordinator (hybrid)

Professional Benefit Administrators lead with one guiding principle, provide exceptional benefit administration for self-funded health plans. Brokers who choose to partner with PBA will benefit from an ally who values cost containment, flexibility, responsiveness, member advocacy, transparency, and results. PBA collectively aligns through the organization's core values of:

- Work together and respect each other,
- Be dedicated to the customer,
- Be accountable and do what you say,
- Take initiative and be willing to learn and
- Generate positive energy.

Summary of Position:

PBA is looking for a highly organized, detail-oriented and proactive HR/Office Coordinator to join our team. In this role, you will support our HR department in carrying out various HR programs and procedures as well as be responsible for ensuring the smooth operation of our office environment. The ideal candidate will have strong organizational skills, excellent communication abilities, and a passion for HR practices.

Responsible for:

- Assist with the recruitment process by posting job openings, reviewing resumes, and scheduling interviews
- Maintain HR records, such as employee files and databases
- Assist in the onboarding process for new hires, including conducting orientation sessions
- Process employee changes (promotions, transfers, terminations) and ensure proper documentation is completed
- Assist in administering employee benefits and programs, including new hire enrollment, open enrollment and terminations
- Coordinate onsite/offsite meetings and workshops, including food, logistical arrangements and tracking attendance
- Handle inquiries from employees regarding HR and office related matters
- Prepare HR-related reports as needed
- Produce and distribute correspondence memos, letters, faxes, and forms
- Spend two days a week/ 3-4 hours supporting mailroom and back up when needed
- Order office equipment and supplies (including kitchen restock)
- Greet and provide general support to visitors
- Other duties as assigned

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Job Requirements:

- 2+ years' experience as an HR coordinator, HR administration, office administrator, office assistant, or relevant role
- Prior experience/exposure with payroll systems (Paylocity a plus)
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Proficient in MS Office (especially Excel and Word)
- Knowledge of human resources processes and best practices
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and handle sensitive information with discretion
- Bachelor's or associate degree in Human Resources Management, Business or another related field (preferred)

Work Environment

- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Essential office equipment will be provided to perform the job duties in the office and remotely.

Essential Functions Statement

- The person in this position will work in the office a minimum of 2 days per week. The other days can be worked either in the office or remotely.
- The person in this position frequently communicates with co-workers, subordinates, customers and vendors via phone and email. The person in this position must be able to exchange accurate information in these situations.

Professional Benefit Administrators is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Professional Benefit Administrators affords equal employment opportunities to all employees and applicants and specifically prohibits any and all discrimination and harassment based on race, race-related traits, color, religion, national origin, ethnicity, ancestry, military status, sex, pregnancy, sexual orientation, gender identity, disability (mental or physical), age, marital status, citizenship status, unfavorable military discharge, genetic information, order of protection status, and any other protected status under federal, state, and local law. Professional Benefit Administrators conforms to the spirit as well as to the letter of all applicable laws and regulations.