

**Capital City Youth Services, Inc.**

**Human Resources Coordinator**

Responsible to administer and direct the Human Resources functions including but not limited to: providing HR guidance and administrative support, problem solving and dispute resolution, managing employee performance issues, review and assessment of termination request, conduct exit interviews; create and maintain new hire and personnel files complying with agency and legal guidelines; performs recruiting and hiring functions; manage the benefits programs including health, 401K and voluntary benefits. Helps with payroll process, assists with distribution of checks and reports.

Key qualifications for this position include but are not limited to:

**REQUIRED EDUCATION:**

- Associate's degree (A. A.)

**PREFERRED EDUCATION:**

- Bachelor's Degree

**EXPERIENCE:**

Minimum 2 years previous experience in a business administration support role. Knowledge of Human Resources applications. Thorough knowledge of state and federal compliance laws and regulations. Experience working in a non-profit would be a plus. Proficient in Microsoft Word and Excel required.

**SKILLS:**

Excellent verbal and written communication skills as well as analytical skills are required.

Ability to work well with individuals at all levels in the organization.

Time management and organizational skills.

Ability to work in a multitask environment.

Detailed oriented, problem solver, approachable, collaborative.

Please apply at: <https://www.indeed.com/job/human-resource-coordinator-b40faa6b7e571ad6>