

Human Resources Coordinator (Medical Society of Virginia)

The Human Resource Coordinator is responsible for managing the day-to-day operations of the Human Resources department and supporting the Chief Human Resources Officer (CHRO) in the administration of human resources policies, procedures, and programs. The HR Coordinator will assist the CHRO in providing a comprehensive HR service to senior leadership and staff within the organization as well as provide HR administrative support. This position will be responsible for contributing to the continuous development of the HR department and an employee-oriented culture that emphasizes quality, continuous improvement, and high performance. This position will aid in resolving benefits-related problems and ensure effective use of plans and positive employee experiences. The role will provide administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS management.

Major Duties:

- Collaborates with CHRO in the development of human resources policies and procedures.
- Participates in developing department goals, objectives, and systems.
- Maintains personnel files and all other human resources files and documents in compliance with applicable legal requirements.
- Assists with the recruitment and interview process.
- Ensures that the MSV onboarding process is initiated and implemented for all new positions/new hires; conducts new employee orientation.
- Assists in the development of new/current position job descriptions for management review.
- Assists in the administration of the MSV employee handbook and development of new personnel policies and procedures.
- Administers health and benefits plans, including enrollments, changes, and terminations. Processes required documents through payroll/HRIS system and providers to ensure accurate record-keeping and proper deductions.
- Assists with maintenance of the performance management system (Keynelink).
- Maintains programs and systems for staff engagement and aids in the planning and execution of staff events and training.
- Assumes other duties as assigned by the CHRO.

Required Qualifications:

- BA or BS in human resources or business administration or equivalent experience.
- 1-3 years' experience working in a support role in a human resources environment.
- Experience in benefits administration and HRIS management.
- Excellent written and oral communication skills and interpersonal relationships.
- Ability to interact well with all levels of the organization.
- Demonstrated ability and comfort working collaboratively and independently.
- Exceptional organizational and time management skills. Ability to work on a variety of project/tasks concurrently.
- Ability to provide benefits and policy information to management and staff.
- Working knowledge of Microsoft Office software.