



# Job Posting

July 29, 2019

## Human Resources Coordinator

The Human Resources Coordinator is responsible for providing administrative support to the Human Resources Department, including payroll, review and filing of resumes, coordination and scheduling of interviews, planning for employee meetings and events, and employee file maintenance. This position also performs light receptionist duties, including answering phones, greeting clients and visitors, and sorting and processing staff mail.

### Qualifications:

- Associate's degree in Human Resources or related field required. Bachelor's degree preferred.
- One year experience in an entry-level Human Resources or related position required.
- Knowledge of Microsoft Word, Excel, Access, and Outlook required.
- Experience processing payroll and knowledge of payroll software preferred.
- Must be able to work with all levels of employees, clients and visitors.
- Excellent written and verbal communication skills required.

**To apply, please e-mail a letter of interest and resume to:**

**[resumes@childrens-place.org](mailto:resumes@childrens-place.org)**

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