

Job Title: Human Resources Coordinator
Job Status: Full-time/Part-time
Exempt Status: Commensurate with Job Status
Department: Business Office
Reports to: Chief Financial Officer

Job Summary

Under the supervision of the Chief Financial Officer, the Human Resources Coordinator performs a variety of technical and administrative duties relating to personnel functions and programs in employment recruitment, workers' compensation, benefits administration, classification and compensation, employee relations, HRIS, training, and development.

Duties and Responsibilities

- Work directly with and report to the Chief Financial Officer regarding all HR endeavors
- Assist in the hiring process of employees and new-hire orientations
- Organize, maintain and update employee human resource information as needed
- Conduct audits of benefits or other HR programs and recommend any corrective action
- Assist with the implementation of employee benefits programs for classified personnel
- Prepare workers' compensation reports and assist workers' compensation adjuster as needed
- Oversee the implementation and monitoring of the employee evaluation process
- Make sure all employee records are filed correctly and kept confidential
- Foster positive employee relations and work to solve any employee issues that surface
- Manage all employee grievances following the procedures in the TKA Staff Handbook
- Abide by current employment laws and regulations
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Coordinate HR projects (meetings, training, surveys, etc.)

Qualifications

Education and Experience

- Two years of college-level course work in Human Resources Management, Business Administration, or related field
- Bachelor's degree preferred
- At least two years of increasingly responsible technical or administrative experience working in a Human Resources Office preferred

Skills and Abilities

- Experience using G Suite apps
- Proficient in record keeping and data analysis
- Strong written, verbal, and interpersonal communication skills are required

Other Characteristics

- Commitment to serving Christ
- Ability to keep confidential information
- Professionalism in responding appropriately to inquiries or complaints
- Positive, flexible, resourceful
- Candidate must be comfortable working in a fast-paced environment



Working Conditions

This position requires that the employee works during school hours and as needed during the summer. The employee must be flexible, able to handle unexpected events and challenges effectively.

Physical Requirements

While performing the responsibilities of the job, the employee is required to use the computer. The employee is routinely required to sit, stoop, kneel, lift, and carry up to 40 lbs.

Unplanned Activities

Other duties as assigned

Benefits

The King's Academy offers excellent benefits to full-time employees and families. Please check our website for more information at www.tkabenefits.com.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.