



### **Administrative and Human Resources Coordinator**

**Wanted:** Versatile individual to join our team at Hands On Hartford as an Administrative and Human Resources Coordinator to work closely with the Director of Finance and Administration to provide efficient and professional assistance and support in the personnel, information technology, facility and related systems of the agency.

**Why work at Hands On Hartford:** Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility.

**What you will do as an Administrative and Human Resources Coordinator: You will do many things including but not limited to:**

#### **Human Resource Functions**

1. Maintenance of all personnel records and confidential employee information.
2. Maintenance of all day-to-day personnel functions
3. Track Employee Evaluations
4. Employee Benefits
5. Staff Trainings -schedule / track mandator staff trainings
6. Agency orientation of all new employees
7. Terminations - Process all employee terminations and documentation
8. Preparation of records for program and fiscal audits
9. Job descriptions
10. Maintenance of recruitment and hiring practices
11. Policy Book
12. Clerical Assistance
13. Staff Morale / Recognition Events

#### **Health and Safety**

1. Consult with staff regarding facility security, safety, and maintenance
2. Provide support to the health and safety initiatives including Health and Safety Committee
3. Work with the Safety committee to perform and log various safety drills
4. Administer the worker's compensation process and related posting and protocols
5. Management of the agency first aid and Bloodborne Pathogens kits

#### **Property Management**

1. Observe appearances and conditions of premises and report needed repairs, safety hazards, or conditions requiring outside vendor services to the Director of Finance and Administration
2. Contact outside vendors for repairs as needed and ensure timely repairs
3. Work with the Director of Finance and administration to direct the custodial staff in special projects
4. Backup to the Director of Finance and Administration on the agency facility security software

**Information Technology (computers, servers, phone systems, copiers)**

1. Maintenance of system user security procedures and access levels
2. Coordinate maintenance of all IT systems with vendors/providers
3. Review the use of the file/storage systems to ensure that use is consistent with policies and procedures
4. Work with the Director of Finance and Administration on planning related to all areas of IT
5. Telephones
6. Copiers / Printers

**Fleet of Vehicles**

1. Oversight of agency vehicles

**You may be a good fit if you:**

- Believe in our mission and core values
- 3+ years' experience in the Human Resources field and personnel management; experience in administrative / Technology functions of an office
- excellent oral and written communication skills
- Knowledge and proficiency in using computer applications, including standard Windows applications which include but are not limited to Microsoft products including Word, Excel, Outlook
- Have a valid driver's license, registered and insured motor vehicle and ability to lift and carry at least 25 pounds

**What we offer full time employees:**

- Dedicated, diverse, and friendly co-workers.
- Paid time off – 11 holidays, vacation, personal time, and sick leave.
- Medical/dental/disability/life benefits.
- 401 K contribution and employer match.
- Free on-site parking.

**If this sounds like a good fit to you:**

**Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email: [pfitzgerald@handsonhartford.org](mailto:pfitzgerald@handsonhartford.org)**

**Closing date: 02/28/2021**

**AA/EOE**