**About isolved**

isolved is an employee experience leader, providing intuitive, people-first HCM technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers — who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable, and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

**HR Coordinator**

Location: Any

**Job Summary:**

This individual is responsible for supporting the department administration and coordination. The HR Coordinator performs various administrative tasks and assists in various both within the department and for external customers.

**Core Job Duties:**

* Assist with work assign outs amongst team.
* Serve as team project lead for new customers assigned in company CRM/ERP software.
* Manage customer labor law poster process for entire company; communicate poster options and pricing with customer, oversee ordering process, handle termination process, etc.
* Handle People Services HR 3rd party vendor website: set up Essential, Power, or Pro customer user logins, reset accounts and terminate users as requested.
* Conduct monthly 3rd party vendor invoice reconciliations to ensure accurate billing.
* Conduct customer background checks as needed.
* Develop and provide reports to management as requested.
* Track sales questions and prospect activity, when possible, for team forecasting.
* Maintain total confidentiality with customer information.
* Schedule department and/or management meetings as needed.
* Format, proofread, and finalize all team member drafted documents prior to customer presentation.
* Assist with People Services customer projects as requested.
* Triage customer phone and email support requests as needed.
* Assist with development, design, facilitation and coordination of various HR related training programs and staff development activities.
* Ability to learn HR practices to further personal career pathing.
* Work toward continuous quality improvement.
* Stay current with changing technology, including software programs.
* Uphold, support, and promote all company policies and procedures.
* Scans and organizes files.
* Assures new hire paperwork is initiated, tracked, and completed.

**Minimum Qualifications:**

* Advanced understanding of Microsoft Office.
* Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
* Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
* Ability to write speeches and articles for publication that conform to prescribed style and format.
* Ability to effectively present information to top management, public groups, and/or boards of directors.

**Education and Experience:**

* Associate degree (A. A.) or equivalent from two-year college or technical school highly desirable; and a minimum of three (3) years' related experience and/or training; or equivalent combination of education and experience.

*isolved offers competitive total rewards including health & welfare benefits, career development and advancement opportunities, 401k match, annual merit and pay for performance bonus eligibility and a flexible, safe work environment.*

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are.*