

PPAI JOB DESCRIPTION

Human Resources Coordinator

The Human Resources Coordinator is a multi faceted position requiring attention to detail that assists the Director of HR in addressing benefits issues, processing vendor payments, meeting staffing needs, new hire orientation, maintaining files, complying with government regulations, maintaining the PPAI website Industry Job Board, and promoting a positive work environment for all employees. This position also provides administrative assistance to our Executive Team.

Reporting Structure

Title of reporting manager: Director
Department: Human Resources

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Part Time or Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: Position must work from HQ location with some remote flexibility

Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Review bills and code by department as needed for processing by accounting.
2. Serve as primary liaison between employees and vendors for benefits issues, including coverage changes, monitoring of short and long-term disability claims processing.
3. Post open jobs internally and externally, assist with candidate sourcing, screening, and interview scheduling.
4. Responsible for the Industry Job Board and Industry Professional Resumes sections of the PPAI.org website.
5. Maintains Benefits Connector transactions and assures vendor enrollments and cancellations related to new hires and terminations are processed timely and accurately.
6. Conducts and coordinates orientation for all new hires.
7. Maintain employee files, including employment files, health/personal files, and I-9 records. Conducts periodic compliance audits.

8. Input Employee Changes in payroll system including processing new hires, exits, pay increases and benefits deductions
9. Runs reports from payroll and benefits sites for audit, analysis, and projects.
10. Process requests, such as Employment verifications and legal inquires including garnishments.
11. Executive Assistant duties to include travel coordination, expense reports and calendar management and other administrative miscellaneous duties.

Secondary Responsibilities

1. Update Human Resources section of the business intranet
2. Posting weekly quotes on the HR white board.
3. Assist HR Manager with special projects such as Committee meetings, Performance Reviews, Benefits Enrollment, Training, Employee Events, Surveys.
4. Meeting and food coordination for variety of meetings and staff events.
5. Other duties as assigned

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Preferred

School/Certification Authority	Degree/ Certification	Major/ Minor
High School	Diploma	Required
College	HR	Preferred

Experience Preferred

Type of Work	Years of experience	Depth of Experience
Human Resources Generalist	3+	High
Technology Ability	3+	High

Knowledge, Skills and Abilities Preferred

KSA's	Years of experience	Depth of KSA's
Microsoft Office Excel, PowerPoint, Teams, Outlook		High
Microsoft Windows		High
Quick Learner		High
Ethical Conduct/Maintain Confidentiality		High
Sound decision making		High
Self-starter		High
Detail oriented and organized		High

Physical Activity

- Sitting:
- Standing
- Lifting
- Pushing/Pulling
- Bending/Stooping
- Extended work hours, extended weeks (endurance requirement)

Work Environment

- Office environment
- Trade show floor or event venues
- Temperature controlled environment
- Travel: Must be able to travel

PPAI is an Equal Opportunity Employer (EOE)
Apply to: apply@ppai.org