



Example of Coordinator People Job Description

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Our growing company is hiring for a coordinator people. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for coordinator people

- Support ad hoc projects and perform other job related duties as required and assigned
- Provide administrative support to HR staff (responsibilities to include but not limited to filling, meeting and travel arraignments coordination of data request and paperwork approvals)
- Ensure adherence of all P&D policies and proceduresby providing accurate and timely guidance to employees
- Facilitate office move requests
- Ensure accurate tracking and facilitation of all exit logistics
- Prepare and submit monthly HR reports detailing key activities, data and metrics including open to hire information, employee turnover, and employee relations matters
- Ensure compliance of all federal and state mandated employment laws
- Manage the administration of Family Medical leaves of absences in partnership with supervisor and benefits team as needed
- Provide support during the Performance Appraisal process
- Assist in contributing ideas for improvement of departmental processes, procedures and reporting

Qualifications for coordinator people

- Previous use of an ATS or iCIMs

- Organize team events – offsites, planning meetings, help with the quarterly all-hands meetings, social events
- Represent the Club Monaco brand with professionalism in all interactions
- Manage accessible conference room calendars and the reservation process for projectors for assigned floors