# Contract HR Coordinator

**Job Description**

Author-it has been an industry-leading provider of content authoring tools for more than 16 years. We launched a cloud-based subscription offering in 2011, giving our customers a choice between our existing self-hosted (on-premises) product and the new Author-it Cloud service. Our customers depend on us to provide a secure, reliable platform for creating their business-critical content. Despite our successes, we also know we can do even more, even better. This is where you come in.

Author-it is seeking a contract based HR Coordinator to sit in our Seattle, WA office.  This position is responsible for assisting the Manager of HR and Talent in a variety of people related tasks and projects during the contract period.

**Summary/Objective**

The human resource coordinator provides assistance with and facilitates the human resource process at all business locations.  This role provides administrative support to human resources function as needed including record keeping, file maintenance and HRIS entry for specified projects.

**Key Responsibilities**

·         Assists with open enrollment organization and facilitation.

·         Responsible for assisting with facilities related tasks for the Seattle and San Jose offices.

·         Performs customer service functions by answering employee requests and questions.

·         Verifies I-9 documentation and maintains that they are current.

·         Will conduct internal audits on HR records and update files.

·         Submits the online investigation requests and assists with new employee background checks.

·         Assists with processing of terminations.

·         Assists with the preparation and conclusion of the performance review process.

·         Schedules meetings and interviews as requested by the Manager of Talent and HR.

·         Files documents into appropriate employee files.

·         Assists or prepares correspondence.

·         Prepares new employee files.

·         Ad-hoc reporting.

**Skills & Requirements**

·         Experience in a fast-paced demanding, but fun environment.

·         Strong organizational skills.

·         Ability to shift priorities at a moment’s notice.

·         Teamwork Capacity.

·         Initiative.

·         Human Resource Capacity.

·         Strong written and verbal communication skills.

·         Bachelor’s degree in human resources or related field, and/or equivalent experience preferred.

·         Experience with Microsoft Office (Word, Excel and PowerPoint) and SharePoint.

**Other Duties**

The above statements are intended to describe the general nature and level of work being performed.  They are not to be construed as an exhaustive list of all responsibilities, duties and skills required.  All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.