

WriterGirl HR Coordinator Profile



Title	EEO	Classification	Department	Reports to
HR Coordinator	Professionals - 0740	Exempt	Operations	EVP, Operations

Role summary

The human resources (HR) coordinator provides administrative support of the day-to-day talent and training operations, including record-keeping, file maintenance and data entry. In this role, you'll have responsibilities in: recruitment, onboarding, employee relations, training, documentation (internally and externally), benefits administration and employment law compliance (working with external partners as needed).

WriterGirl HR Coordinator traits

- Be flexible.
- Be willing and able to embrace and help shape new tools, process and ideas (both within WriterGirl and when working with vendors).
- Help elevate the value of our internal people operations.
- Desire to learn, grow, share ideas and solve problems.
- Live out the WriterGirl values with coworkers, associates, potential candidates and external partners.


General responsibilities

The following aims to provide a thorough overview but is not a complete list. Roles shift and evolve as the company evolves.

- Help develop recruitment strategies and plans to achieve required staffing levels and forecast for the future. This may include helping to create internship/co-op programs and working with the diversity, equity and inclusion committee to support WriterGirl's DE&I plans.
- Draft role profiles and job postings. Assist with job posting as needed and coordinate with marketing team to list jobs on WriterGirl website.
- Review and rate applicants, conduct interviews, provide information about WriterGirl and open roles to freelance and fulltime job applicants, make recommendations to EVP of Operations and/or hiring manager, and extend job offers to approved candidates.
- Manage vetting workflow in Salesforce and facilitate paperwork and workflows with benefits, 401K and payroll vendors. Help onboard and train new contractors and employees, update handbooks, training and organizational charts as needed.
- Work with Finance to update/process benefit open enrollment process and add/drop requests throughout the year. Complete and maintain I-9 documentation, and related workflows.
- Pursue knowledge and information needed to perform job duties. Follow ethical practices and maintain confidentiality. Build professional relationships with supervisors and employees.

WriterGirl

Custom content. Custom experience.

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- Help ensure WriterGirl complies with Federal and State Regulations related to employment and benefits laws. Maintain knowledge of employment law such as Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA).

Upcoming role evolution

- As WriterGirl grows, this role might expand or opportunities to supervise others might emerge.

Meetings

- Meetings with WG team as needed.
- Weekly F2F with manager.
- Monthly Operations department meetings (virtual).
- Monthly company-wide team meetings (virtual until further notice).
- Infrequent meetings in person in Cincinnati (one to four times a year).

Requirements

- Bachelor's degree in Business Administration or related field preferred.
- One to three years of experience in human resources, recruiting and training.
- HR certification helpful but not required.
- Experience in creative organizations preferred but not required.
- Must be proficient in MS Word, Excel, Teams.
- Experience with Salesforce, PeopleSoft or similar CRM, talent and/or learning management systems.