

Office Manager/HR Coordinator
Member of Administrative Team

Directed by: EVP, Operations
Reports to: EVP, Operations

The office manager/HR coordinator has primary responsibilities for the management of day-to-day office operations, including human resources, internal employee training, and the office IT systems to provide the best experience for the employees.

Primary Responsibilities

- ❖ Oversee day-to-day office operations and management.
- ❖ Administer human resources functions, including payroll and benefits.
- ❖ Provide day-to-day management of the company's IT systems

Detailed Responsibilities

- ❖ Oversee day-to-day office operations and management.
 - Manage and direct the office assistant, assigning daily office functions, as needed.
 - Manage inventory and approve administrative purchases within the budget plan.
 - Research best prices and negotiate service agreements with office vendors.
 - Establish and oversee administrative, operational and accounting records procedures.
 - Authorize service/repair calls to maintain workplace comfort and safety.
 - Ensure a clean, healthy and safe office environment.
 - Make decisions based on established guidelines and company values.
 - Maintain the company WIKI with updated and relevant company information.
- ❖ Administer the company's human resources function.
 - Manage company relationship with third party human resources vendor.
 - Process bi-weekly payroll and 401(k) contribution processing.
 - Communicate payroll changes to payroll vendor.



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- Review payroll for accuracy.
- Answer employee payroll questions.
- Coordinate full cycle recruiting and hiring processes, including placing ads, scheduling interviews and candidate testing, preparing offer letters and submitting new hire paperwork to our payroll vendor on a timely basis.
- Oversee onboarding process, working with the hiring manager to schedule training and first week orientation meetings.
- Conduct 45-day new hire check-in interviews.
- Coordinate termination paperwork and checklist with manager.
- Manage internship program.
- Research employee benefit options, as needed.
- Update employee manual and ensure most recent addition is available on the company WIKI.
- Maintain personnel files for accuracy and compliance.
- ❖ Provide day-to-day management of the company's IT systems
 - Manage communications and assignments with company's outsourced IT vendor.
 - Manage relations (working with and through IT vendor) with outside IT.
 - Research and evaluate new equipment and software before purchasing
 - Coordinate purchase and set up of new equipment
 - Continue to train/work with new business team to use the CRM and produce/design reports as needed to help with new business needs.

Qualifications

This is a full-time position on the administrative team. The individual we seek will have the following experience and capabilities:

- ❖ Bachelor's degree in human resources management, business administration or equivalent
- ❖ Minimum five years of administrative/office management experience.
- ❖ Minimum of three years of experience in all facets of human resources, including but not limited to, recruitment, benefits administration, performance management, payroll, employee engagement, compensation, training, and compliance

- ❖ Must have perseverance and strong work ethic
- ❖ Must have a positive, “can-do” attitude and be able to work with many different types of people at different levels
- ❖ Superb organizational skills, ability to work under tight deadlines and ability to handle and prioritize multiple tasks
- ❖ Demonstrated proficiency in the use of Microsoft Word, Excel and PowerPoint. Experience with SharePoint is a plus.
- ❖ Experience with office moves is helpful but not necessary
- ❖ Excellent written and verbal communication skills
- ❖ Utmost discretion, judgment and professionalism
- ❖ Ability to pass a comprehensive background check

To apply, please provide:

- ❖ A detailed letter explaining why you are interested in the position
- ❖ Your resume
- ❖ Your recent salary history and salary requirements

No phone calls, please.

Love & Company is 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.