

JOB OPPORTUNITY CITY OF MANASSAS

HUMAN RESOURCES COORDINATOR

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. If you share our core values, you may be the ideal **Human Resources Coordinator** candidate for the City of Manassas! Do you enjoy connecting with people, working independently, and multi-tasking in a busy office? We are seeking an individual to fill this paraprofessional administrative role who is energetic, organized, detail oriented, creative, reliable, has great interpersonal skills, and brings a positive attitude daily to join our team! If you want to be a difference-maker working on a rewarding set of challenges – read on and get in touch!

Hiring Range: \$45,468.80 - \$60,257.60

The HR Coordinator is the hub of the HR team and serves as ambassador to the department. We're looking for an outgoing professional with amazing administrative and organizational skills to perform difficult, skilled administrative work to support the Human Resources team. We work collaboratively to solve problems and introduce creative solutions. If you are a creative problem solver with a human resources background, we invite you to apply for this opportunity.

The successful incumbent selected for this position will have the ability to exercise good judgment in a variety of situations, handle a wide variety of activities and confidential matters with discretion and display strong organizational skills to maintain a realistic balance among multiple priorities. Strong proficiency with the MS Office suite particularly Excel, Word, PowerPoint and Outlook is a must. You will have the voice to drive process improvement as we continually seek new ways to accomplish work in support of our biggest asset.....our employees! This is an excellent opportunity to gain exposure and build experience across multiple HR functions.

Our HR Coordinator will be the first point of contact for the department and will provide basic HR advice and support to employees, explaining procedures and policies and escalating appropriately where needed. Regular, predictable, and reliable attendance is an essential function of this position. The Coordinator serves as the department's records coordinator and must be meticulous and motivated in the performance of a number of recordkeeping activities: creates, maintains, and purges employee files; collects Form I-9, verifies I-9 documentation using E-Verify and maintains I-9 files; updates and maintains a number of information system platforms. Monitors expenditures against approved budget; balances fees and accounts; assists in preparation of departmental budget; coordinates purchase orders and purchasing activities; processes department invoices and purchasing card statements. Plans and executes special events such as benefits enrollment, City-wide meetings, employee events, etc. Tracks and maintains inventory reports, orders office supplies and snacks as needed. Monitors mailroom/mail services and associated expenses, providing recommendations for process and budgetary improvements. Performs additional duties, tasks, and responsibilities as assigned.

High School diploma or GED; supplemented by five (5) years of responsible administrative experience in a human resources setting; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience and familiarity with MS Outlook, Windows, Word, Excel and PowerPoint is required. Access database management and local government experience are a plus; experience with or ability to maintain public records in compliance with city and state mandates required.

To apply, complete the City application at <http://www.manassascity.org/jobs>

This position will remain open until filled, with initial reviews beginning August 6, 2021.

EOE M/F