

POSITION DESCRIPTION

Administrative & HR Coordinator/Manager

DEPARTMENT:	Administration
EXEMPT/NON-EXEMPT STATUS:	Non-Exempt
PAY GRADE:	10
REPORTS TO:	President/CEO
DATE:	September 2025

POSITION SUMMARY:

The Administrative & HR Coordinator provides executive-level administrative support to the President/CEO while supporting human resources functions for the organization. This dual-role position combines administrative duties including executive liaison responsibilities, project coordination, and strategic support with HR support functions encompassing recruitment assistance, employee relations coordination, payroll processing, benefits administration, and regulatory compliance support. The position requires discretion, confidentiality, and the ability to support executive leadership while assisting with all aspects of human capital management under supervision.

ESSENTIAL POSITION RESPONSIBILITIES:

Executive Administrative Functions: Serve as the primary liaison between the President/CEO and the Board of Directors, senior leadership team, auditors, vendors, and other key stakeholders, representing the CEO with professionalism and authority. Coordinate and manage executive schedules, meetings, and travel arrangements while maintaining confidential records and ensuring seamless communication flow. Organize and distribute board packets, take detailed meeting minutes, and provide comprehensive project management support for organizational initiatives requiring strategic planning, execution, and monitoring. Conduct research and compile analytical data to support executive decision-making, creating charts, graphs, and presentations as needed.

Human Resources Management: Oversee all human resources functions including full-cycle recruitment, talent management, employee onboarding, and orientation programs. Administer performance management processes, conduct quarterly payroll reconciliations, and ensure compliance with all federal and state HR regulations including DOL, EEOC, HIPAA, FMLA, PFML and ACA requirements. Coordinate organizational training

programs to ensure required employee and board member certifications are completed annually and maintain current HR procedures, and employee handbooks.

Payroll and Benefits Administration: Process weekly payroll ensuring accuracy in timecards, approvals, and reconciliation while maintaining payroll systems with updated classifications. Administer comprehensive benefits programs including health insurance, 401k plans, COBRA, HRA, cafeteria plans, disability insurance, life insurance, workers compensation, and other employee benefits.

PERFORMANCE MEASUREMENTS:

- Provide timely, accurate, and professional administrative support to the President/CEO while maintaining confidential and professional follow-through on all assignments.
- Ensure all human resource programs and actions comply with organizational policies and relevant federal and state regulations while responding to employee concerns within 24 hours.
- Process weekly payroll accurately and timely, maintain error-free HR databases, and ensure quarterly reporting is properly reconciled and archived.
- Communicate effectively with employees, applicants, management, board members, vendors, and the public through various channels while maintaining sensitive information with the highest degree of confidentiality.
- Ensure required annual training for all staff, maintain updated HR procedures, and provide comprehensive support for organizational projects while meeting all established deadlines.

REQUIRED STANDARDS FOR ALL EMPLOYEES:

Ensure quality service in all member interactions. Maintain a positive work environment that is respectful and professional towards members, co-workers, supervisors, vendors, and visitors. Maintain complete confidentiality of member, employee, and Credit Union information. Abide by all Credit Union policies and regulations, federal and state compliance requirements, and ensure the safety and soundness of the Credit Union in all transactions and interactions.

NOTE: *This list of essential functions is not intended to be exhaustive. It may be supplemented from time to time as required and at the request of one's supervisor and/or senior management.*

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED FOR THE POSITION:

- Three to five years of combined experience in administrative support, human resources coordination, benefits administration, and payroll processing with a demonstrated background in personnel support, recruitment assistance, and employee relations coordination.
- Associate degree preferred or completion of specialized coursework in business administration, human resources, or related field.
- HR certification preferred along with basic understanding of federal and state laws affecting human resources and personnel record retention requirements.
- Proficiency in Microsoft Office Suite, payroll systems, and various computer applications.
- Excellent presentation, oral, and written communication skills.
- Strong analytical and problem-solving abilities
- Exceptional organizational and time management skills and meticulous attention to detail.
- Ability to work with time-sensitive processing to meet daily deadlines while functioning effectively with minimal supervision.
- A significant level of trust, diplomacy, discretion, and confidentiality is required in addition to professional courtesy and tact when communicating with all levels of personnel, board members, members, vendors, and the public.
- Physical requirements include the ability to work on a keyboard and sit for prolonged periods while occasionally exerting up to 25 pounds of force to lift, carry, push, pull, or move objects as the position involves sitting most of the time.

RECRUITMENT ADVERTISEMENT

Administrative & HR Coordinator *Full-Time | Non-Exempt | Competitive Salary + Benefits*

Join our dynamic credit union team as Administrative & HR Coordinator! This unique dual-role position combines executive-level administrative support to our President/CEO with HR coordination responsibilities.

What You'll Do: Support executive liaison functions and assist with HR activities including recruitment support, payroll processing, benefits coordination, employee relations assistance, and compliance support. Handle administrative projects, coordinate meetings and travel, assist with social media, and support regulatory compliance efforts.

What We're Looking For: 3-5 years combined experience in administrative support and HR coordination, associate degree preferred, HR certification a plus. Strong communication skills, attention to detail, and ability to handle confidential matters with discretion.

We Offer: Competitive salary (\$45,000-\$58,000), comprehensive benefits package, professional development opportunities, and the chance to grow your career in a collaborative environment.

Ready to take on this exciting challenge? Apply today!

Equal Opportunity Employer