

## **Human Resources Coordinator (on-site)**

Comfort Systems CTX is experiencing continued growth, and we are looking for a Human Resources Coordinator to support all aspects of our human resources efforts.

### **Position Summary:**

The HR Coordinator will play a crucial role in supporting all areas of human resources with a focus on delivering excellent customer service with a servant leader mindset.

This involves providing support and high-quality employee experience in all people-related processes across the employee life cycle including administrative support across key processes relating to talent acquisition/employment, benefits administration, HRIS maintenance, employee relations, onboarding, and employee records/compliance.

The ideal candidate will be detail-oriented, proactive, ensure a high degree of confidentiality and a steward of company core values while fostering a positive work environment.

### **Work Responsibilities:**

- Candidate/New Hire Experience - Maintain excellent communication with candidates and new hires throughout the recruiting and onboarding process, ensuring a positive candidate/new hire experience. This includes processing/tracking background screens for all new hires and generating offer letters.
- Onboarding Coordination and Collaboration– Assists with conducting new employee orientation/onboarding of new hires including processing employee paperwork and coordinating onboarding logistics. This also involves collaboration/coordination with new hires, hiring managers, payroll, and external background screen partners ensuring timely response/communication and processing.
- Employee Data Management/HRIS – Maintains employee files, employee-related data/records, and data entry.
- Benefits Administration - Assists with benefits open enrollment and benefits administration processes.
- Assists in responding to internal/external HR related inquiries or requests.
- Supports HR projects and initiatives.

### **Work Qualifications:**

- Working knowledge or exposure to Human Resources functions preferred.
- Familiarity with state and federal employment regulations, and labor law is a plus.
- Related administrative/clerical experience
- Strong organizational skills with attention to detail
- Excellent communication and interpersonal skills
- Problem solving skills and a proactive mindset
- Microsoft Office and Excel skills are required.