

<b>Job Title</b>	<b>HR Coordinator</b>
<b>Business Unit</b>	ODCBU
<b>Function/Region</b>	Human Resources
<b>Location</b>	New York, NY
<b>Leader</b>	Head of HR, USA
<b>People Leadership</b>	N/A
<b>Job Level</b>	5

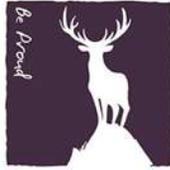
**Role Purpose `**

The HR Coordinator supports with HR processes and provides administrative support to the HR function.

**Accountabilities**

- Support the new hire onboarding and offboarding process, including ordering background checks, updating HR systems, delivering orientation, planning and organizing local US induction program, and managing new hire communications.
- Assist with administrative tasks and supporting the HR team as directed, including assistance with reports on general HR activity; creation and process of purchase orders; updating the US company org chart on a monthly basis; and updating the US executive deck on HR-related updates on a monthly basis.
- Maintain employee information in the HRIS while ensuring information is entered accurately and the system is updated on a timely basis.
- Facilitate internal HR-related communications, including weekly HR News and announcements on the company intranet.
- Perform customer service functions by answering employee questions and requests and managing general HR email inbox.
- Schedule meetings and interviews as directed and assist with recruiting process and booking candidate travel when necessary. Partner with leaders on identifying temporary workers as needed. Provide administrative and planning support for the Internship program.
- Track all staffing and salary approvals and notify appropriate parties when approvals are received.
- Promote employee recognition by managing the service anniversary program and supporting the Spot On award nomination process, including tracking, certificate delivery, and communications.
- Coordinate and arrange travel/reservations for general L&D and training sessions and seminars. Update L&D calendar as directed. Review LMS reports regarding completion status of mandatory learnings and ensure timely completion from employees as needed.
- Assist with the performance management system and preparation of the performance review process.

## Values



**BE PROUD**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products



**BE RESPONSIBLE**  
We expect every individual and their teams to be accountable and to perform to their full potential



**BE SUSTAINABLE**  
We wish to make a positive contribution to our communities and to our environment



**BE PROFESSIONAL**  
We value integrity, transparency, professionalism and constructive debate within a team working culture



**BE ENTREPRENEURIAL**  
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



**THINK LONG TERM**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products

## Core Competencies:

### Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

### Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

### Following Instructions & Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.

### Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

### Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

### Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm Works hard and puts in longer hours when it is necessary Seeks progression to roles of increased responsibility and influence
- Identifies own development needs and makes use of developmental or training opportunities.

**Skills and Qualifications:**Essential:

- Bachelor's degree in HR or related field
- Business experience in a similar role supporting HR and/or Senior Executives
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Strong communication, organizational and task management skills
- Effective interpersonal, customer service, and problem solving skills. Ability to interact with a variety of people at different levels and within different cultures
- Flawless orientation to detail and ability to prioritize and multi-task
- Ability to anticipate and troubleshoot potential obstacles proactively
- Ability to exercise discretion and independent judgement with respect to matters of significance
- Ability to work independently and as a team