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Human Resources Coordinator

About the Position: We are seeking a full-time HR Coordinator for the Temecula office. The position will provide front-line assistance and administrative support to the HR/Office Manager and other employee owners.

Position Requirements: The following skills are important for this position.

- 2+ years of knowledge or experience with the principle and practices of Human Resources.
- Experience in Recruiting for a professional environment
- Ability to demonstrate tact and a high level of professionalism due to the sensitive and sometimes highly confidential nature of the information being handled
- Ability to handle a multitude of tasks quickly and accurately
- Attention to quality and detail
- Ability to work effectively and cooperatively as a team member with other departments
- Must be able to organize assigned workload and perform work efficiently
- Excellent interpersonal skills including the ability to deal with a variety of employee owners at all levels in a positive and friendly manner.
- Must have proficient working knowledge of Word and Excel.

Additional Skills that would be of benefit:

- Experience with graphic design
- Experience in Benefits Administration

Primary Duties: This list of duties is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all responsibilities, duties and skills required for this position.

- Provide administrative support to the HR Manager
- Assist in research, coordination and planning of company events
- Provide basic HR support to employee owners by providing information related to benefits, company activities, policies, etc
- Maintain internal filing systems and archives
- Maintain employee personnel files
- Maintain HRIS software
- Administration of benefit programs and communications
- Maintain company EPRP and Asset Management Programs
- Registration and renewal of business licenses and additional company certifications
- Participate in the rotation for receptionist back-up
- Assist in coordination of office management duties
- Other administrative items, as needed

Salary: This is an hourly, non-exempt position.