

REDDY MEDICAL GROUP
Human Resources Coordinator

Job Title: Human Resource Coordinator/Administrative Assistant

Job Purpose: Provides services to management and customers in all Human Resources related areas. This position administers human resources policies, programs, and practices: including planning, organizing, developing, implementing, coordinating programs to ensure continuous growth, development and profitability for the company by performing the following duties.

Job Description and Duties:

- Develops and administers various human resources plans and procedures for all company personnel and develops human resources programs that address the organizations capabilities and needs.
- Ensures compliance with all Company policies and practices and local, state and federal guidelines on employment related matters.
- Develops and administers the Company's recruiting program, writes and places job advertisements; conducts interviews. Oversees new employee on boarding, develops and monitors career and succession plan initiatives.
- Provides guidance and coaching to managers on employee relations and performance management related issues and recommends appropriate resolution.
- Administers performance management and compensation administration processes. Maintains awareness of local market rates and pay practices, along with updates job descriptions, as needed.
- Administers and communicates benefit programs and conducts annual open enrollment, along with working with outside insurance and benefits vendors.
- Provides guidance and coaching to managers on employee relations and performance management related issues and recommends appropriate resolution.
- Oversees and conducts investigations for employment-related claims and makes recommendation based on outcome. Defines problems, collects data, establishes facts, and draws valid conclusions.
- Establishes and maintains department records and reports. Participate in staff meetings and attends other meetings. Maintains company organization charts.
- Ensures that all workers' compensation claims are reported timely and appropriately.
- Applies fundamental business and human resource concepts to establish and maintain effective work relationship within the company, with managers, the community and maintains professional competency, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.
- Perform work in a safe manner and actively encourage others to comply with safety rules and regulations.

Specific Skills Required:

- Current knowledge of employment laws including ADA, FMLA, and USERRA, with the ability to handle situations related to these laws and other employment laws.
- Strong employee relations background required. Must be approachable and effective with communicating with all levels in the organization.
- Recent hands-on experience using HRIS system and Microsoft Office. Must be able to use all areas of computer system including being able to build and run queries.
- Knowledge of good hiring practices, performance management and compensation administration.
- Ability to maintain confidential information.
- Demonstrated ability in employee development

Soft Skills Required

- Analytical - Ability to read, analyze, and interpret general business correspondence.
- Design - Demonstrates attention to detail.

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and within budget.
- Technical Skills - Pursues training and development; Strives to continuously build knowledge and skills.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service.
- Interpersonal Skills - Remains open to others' ideas and tries new things.
- Oral Communication - Listens and gets clarification; Participates in meetings.
- Written Communication - Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback.
- Change Management - Communicates changes effectively.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Develops and implements cost saving measures.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
- Judgment - Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals.
- Planning/Organizing - Uses time efficiently; Develops realistic action plans.
- Professionalism - Accepts responsibility and accountability for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality. Completes work in timely manner.
- Adaptability - Adapts to changes in the work environment.
- Attendance/Punctuality - Consistently at work on time; Ensures work responsibilities are covered when absent.
- Dependability - Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Undertakes self-development activities; Asks for and offers help when needed.

Education/ Previous Experience:

Bachelor's degree in human resources, business, or a related area, or equivalent experience in HR. HR Certification (PHR/SPHR) preferred. Minimum of five years of professional experience in human resources at a management level with substantial responsibility for employee relations, recruiting, workers' compensation, benefits and general HR administration.

Job descriptions are based on Reddy & Associates, LLC standard operating procedures. Although each employee is hired under a specified job description, this does not exclude him/her from having working knowledge of all other areas of the office and other staff positions.

IT IS THE RESPONSIBILITY OF ALL PERSONNEL TO PROVIDE FOR PATIENT COMFORT AND EFFICIENT OPERATION OF THE OFFICE