Human Resources Coordinator – Full Time Position

Job Summary:

Ministry minded professional to serve as a Human Resources Coordinator as part of our Finance Department at Calvary's Clearwater Campus.

The Human Resources Coordinator will provide administrative and operational support across a variety of human resources functions. This role will assist with onboarding/offboarding, benefits administration, employee data management, compliance and day-to-day HR operations to ensure an exceptional employee experience in accordance with the highest ethical standards.

For consideration, please complete the online application and send resume to lnorwood@calvary.us.

Education and Experience:

- Bachelor's Degree in Human Resources or related field and/or equivalent experience.
- At least two years related experience required.
- SHRM-CP credential preferred.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principals, practices and procedures.
- Knowledgeable in relevant software (Microsoft Excel, Word, Paylocity).
- High degree of discretion dealing with confidential information.