

Human Resources Coordinator

Position Summary

The Human Resources Coordinator will play a key role in supporting various HR activities at Patrons Oxford including recruitment, HR operations, employee engagement, talent development and benefits administration, and support the corporate HR function. This position will ensure the efficient operation of the local HR function and contribute to the overall department / organizational goals. The successful candidate will be integral to fostering a positive workplace environment in line with our mission of providing a gratifying and rewarding workplace.

This role is based in Portland, Maine and requires occasional travel to Quincy, Massachusetts.

This role is a hybrid position with a **required minimum of three days in the office**. Monday and Tuesday required in office days. The additional days will be determined by HR leadership.

Principal Accountabilities

Planning and Delivery

- Assist in the development and implementation of HR initiatives and systems.
- Support the recruitment process by posting positions, scheduling interviews, conducting reference checks, preparing / updating recruiting material and partnering with the Talent Acquisition Specialist.
- Manage employee records, enter information into the HR system and ensure compliance with regulatory requirements and company policies.
- Oversee onboarding for new employees, ensuring they receive a comprehensive introduction to the company.
- Produce on/ off boarding and leaves of absence paperwork packages
- Reconcile certain HR bills and ensure accurate data, reporting and tracking for areas of responsibility.

Business Insight and Analytics

- Maintain and update HR databases, ensuring data accuracy and integrity.
- Generate HR reports and metrics to support decision-making processes as assigned.
- Identify trends and/or process issues and make recommendations for improvement.

Communication and Relationship Building

- Act as a point of contact for employees' HR-related queries and concerns.
- Facilitate effective communication between HR and other departments at Patrons Oxford to promote organizational coherence.

- Partner with the engagement committee on local events. Support and coordinate corporate employee engagement initiatives, including wellness programs.
- Coordinate the provision of corporate or HR content to company communication channels.
- Recommend employee communication topics and draft content partnering with HR and Marketing communications.
- Identify opportunities to promote the employer brand and support related initiatives.
- Lead the wellness program at PO and support regional rollouts.

Leadership

- Provide guidance and support to employees and managers regarding HR policies and procedures while using effective judgement to appropriately escalate issues / questions to HR leadership in a timely manner.
- Assist in the training and development of new HR team members.
- Contribute to the continuous improvement of HR services and processes.

Other Duties as Assigned

Job Requirements

Experience

- Minimum of 1 year of experience in a similar HR role, preferably within the P&C insurance industry.
- Experience with HR software and database management.

Education

- Bachelor's degree in Human Resources, Business Administration, or a related field.

Skills

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite and HRIS systems.
- Ability to handle sensitive information with confidentiality.

Values

- Commitment to maintaining a positive workplace environment.
- Integrity in all actions and communications.
- Adaptability to changing business needs and priorities.
- A proactive approach to problem-solving and continuous improvement.

