



## Employment Opportunity (Human Resources Coordinator)

Catholic Legal Services is seeking a motivated, energetic, and organized professional to join our team and carry out various human resources functions such as organizing trainings, administering payroll, full-cycle recruitment, onboarding, and employee benefits.

**Location:** Miami- Downtown

### Duties:

- Overseeing adherence to office policies and procedures including ordering posters.
- Reviewing and pre-approving office supply acquisitions.
- Serving as liaison between CCLS and the building including receiving all building issues and complaints and reporting to proper channel.
- Oversee the selection of new personnel, interview, and onboarding process for various positions.
- Prepare and maintain employment records related to hiring, termination, leaves or promotion, and performance evaluation using our information system and Excel.
- Maintain, update, and verify the accuracy of employee's payroll records, time earned balances, benefits, and personal information. Ensuring all systems are well-maintained and up to date.
- Develop and administer employee engagement survey; analyze, report data, and make appropriate recommendations to the management team.
- Address labor relation concerns, such as harassment allegations and workplace conflicts and complaints.
- Coordinate office activities / events.
- Interpret and explain human resources policies, procedures, laws, standards, or regulation.

### Requirements:

- Graduated with a bachelor's degree from a 4-year university.
- Must have excellent communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others.
- Must be adept at interacting with a wide variety of people and comfortable working in a very fast paced environment while managing multiple tasks with accuracy.
- Strong communication, leadership, and people skills.
- Ability to take initiative, maintain a strong work ethic, and promote professionalism.
- Excellent knowledge of Microsoft Office programs (mainly Outlook, Word, Excel).

**To Apply:** Send a cover letter, résumé and three references to Gusterline Charles, HR Coordinator at [Gcharles@cclsmiami.org](mailto:Gcharles@cclsmiami.org).