

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

UPO/Office of Human Resources is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external HR customers. The final candidate will need to have the right complement of skills, professionalism, and personality.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	HR Office Coordinator
OFFICE/DIVISION:	Office of Human Resources
BULLETIN No:	07042019
HOURLY RANGE:	\$42,000-\$46,000 annually (Commensurate with experience)
OPENING DATE:	04/11/2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

BRIEF DESCRIPTION:

Administrative professional with solid experience in office administration. Manage the administrative functions of the Office, including the general flow of documents, phone coverage, supply ordering, voucher preparation and document tracking. Provide support to the Office of Human Resources (OHR), carrying out responsibilities in the following areas: front desk reception, entering personnel action data using HRIS, employee file maintenance, employee evaluation tracking, and routine administrative duties. Assist in the HR functional areas of compliance, benefits, and employee relations as directed. Serve as liaison for the HR Committee of the Board of Directors. Coordinate timelines and deliverables for OHR. Compose, edit and proof correspondence and other documents as required. Provide organizational and administrative support to the VP and HR staff. Respond to routine HR inquiries from staff, management and external customers utilizing established policies and procedures. Coordinate and maintain all HR files for active and terminated employees, maintain HR forms, and other HR information in accordance with UPO and Federal regulations. Ensure proper functioning of OHR office equipment; i.e., copier, printers, fax machine, etc. Process employment verifications.

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MINIMUM QUALIFICATIONS:

Associate's degree and 5 years of solid administrative support experience in a human resources or business office. Excellent MS Office skills (Word, Excel, PowerPoint and Outlook). Excellent oral and written skills. Must be able to maintain confidentiality. Must be self-directed, detail-oriented, organized, able to work with minimal supervision and complete tasks within required timeframes.

DESIRED QUALIFICATIONS:

Bachelor's degree and 3+ years of general HR experience with solid administrative support experience. Knowledge of HRIS (ADP) preferred. Bilingual a plus. Working knowledge of employment laws such as FMLA, ADA, FLSA, Worker's Compensation, etc. preferred.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS NOT covered under the collective bargaining agreement.

To apply for this position, please submit your cover letter and resume to upojobs@upo.org or fax these documents to 202/319-3237.