Position: Admin Systems Coordinator  
Department: Administration  
Exempt/Non-Exempt: Exempt, full time position  
Immediate Supervisor: Director of Finance  

Availability: 9:00am - 5:00pm Monday-Friday. May include some evening, weekend, and holiday work on occasion.  

General Position Summary:  
The Admin Systems Coordinator serves to provide systems coordination and administrative support, specifically in regards to human resources and finance, by performing essential administrative tasks and logistics.  

Essential Function/Major Responsibilities:  
● Human Resources Systems Coordination  
  ○ Onboarding and offboarding of employees  
  ○ Employee insurance benefit management  
  ○ Employee training documentation, retraining and review scheduling  
  ○ Audit benefit invoices in collaboration with Director of Finance  
  ○ Unemployment and workers compensation claims  
  ○ Manage Google email employee accounts  
  ○ Oversee HR management software and serve as liaison for employees in regards to training and use of this software  
  ○ OSHA 300 forms and annual posting  
  ○ Oversee job postings and assist with hiring process as needed  
  ○ Proper management of electronic and paper files  
  ○ Keeping employee handbook and written organizational policies up-to-date  
● Train new employees on the HR software and continually training managers on use of HR software as needed/relevant  
● Accounts payable and accounts receivable assistance  
● Policy and procedure oversight  
● Manage company Google Shared Drive  
● Ongoing effort to move from paper to digital recordkeeping and communication in all aspects of the organization  
● Filing and record keeping of Brother Wolf documents associated with finance, corporate documents, and HR, including enforcing the document retention policy and procedure by keeping and purging documents in accordance with the policies  
● Health and Safety Committee participation, development, and record keeping.  
● Vendor management and communication including liaising with IT companies and employees for IT updates/repairs and for facilities maintenance/repairs
● Perform monthly inventory for administrative department; supply orders/pickups
● Travel reservations for employees
● Fleet Management
● General admin tasks to support director-level staff members
● Distribution of HR updates, company newsletters, and more, to all staff members
● Donor software management assistance
● Daily deposit assistance
● Other tasks as assigned

Qualifications:
● 1-3 years of HR experience.
● Knowledge of laws related to workers comp, FMLA, ADA, unemployment, OSHA recording etc. preferred.
● Excellent interpersonal, communication, customer service, and time management skills are essential.
● Record keeping, data entry and data management experience.
● Strong computer skills and skill set in Microsoft Excel including production of reports.
● Excellent multitasking skills.
● Ability and initiative, working with minimal supervision and direction.
● Ability to remain calm and de-escalate difficult situations as necessary.
● Maturity, discretion, excellent judgment, and professionalism.
● Genuine affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace.
● Ability to read, write, and understand English is required.
● Must be at least 18 years of age.

Physical Requirements:
● Physical ability to walk and or stand on your feet throughout a normal workday required. Ability to bend and squat.
● Allergic conditions, which may be aggravated when handling or working with animals, may be a disqualification.

Working conditions:
Conditions may include working alone, working inside, frequent interruptions, and some evenings/weekends meetings and classes.

Educational Requirements:
Bachelor’s Degree in HR, Sociology, Psychology, Business or related degree preferred.