



**JOB TITLE: Human Resources and Operations Coordinator**

**REPORTS TO: HR and Ops Manager**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to perform day-to-day administrative Human Resources tasks as well as assisting in overseeing all facility operations. Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

#### **SUMMARY OF ESSENTIAL FUNCTIONS**

- Provide administrative support to the Human Resources and Operations Manager as needed.
- Support full-cycle recruiting efforts: Interview coordination, new hire orientation and other on-boarding and retention efforts.
- Payroll processing and administration
- Benefits administration, including administration, accruals, open enrollment etc.
- Other duties as needed
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#### **SUMMARY OF JOB QUALIFICATIONS**

- Provide administrative support to the Human Resources and Operations Manager
- Assist and support Facilities and Operations Management including but not limited to
- Help work with Construction Dept. and vendors to ensure proper maintenance and repair of facilities
- Periodically inspect facilities to help Management determine proper courses of action related to maintenance, cleaning and repairs.
- Coordinate maintenance and repair activity with affected department leaders
- Support HR and Ops Manager in recruiting process by maintaining, placing ads, collecting resumes, setting up interviews, processing offer/decline letters, running background checks and conducting new hire orientations.
- Process Payroll under the supervision of the HR and Ops Manager utilizing ADP payroll processing software and other computer applications as needed.
- Process medical, dental, vision, life, LTD, disability, 401k and all related benefits enrollment and termination paperwork.

This is full-time position. Work schedule is Mon-Fri, 8:00AM-5:00PM(flexible) with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

**BENEFITS AND COMPENSATION:** We offer a full benefits package: medical, dental , and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. **Compensation:** \$16-23/hour DOE

#### **TO APPLY (NO CALLS OR WALK-INS PLEASE):**

Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check and drug screen

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*



A Habitat for Humanity   
Affiliate of Distinction  
2015–2017

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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