



JOB DESCRIPTION

Human Resource Coordinator

Founded in 1901, the Northern California Golf Association is one of the largest regional golf associations in the United States, with more than 175,000 individual members who belong to more than 1,400 members clubs throughout Northern California and into Nevada. Its mission statement is “to support and promote the game of golf”. Among other services, the NCGA provides its members with official handicap indexes, owns, and operates two golf courses (Poppy Hills and Poppy Ridge- PHI), annually conducts more than 50 championships and over 500 days of competitive golf for all abilities, sponsors casual golf outings, travel, and special events, publishes *NCGA Golf* magazine, secures exclusive member discounts on products and services, and created and is expanding the Youth on Course (YOC) Foundation.

Human Resource Coordinator

Availability: Immediately

Position: Full-time **Status:** Hourly

Reports To: Human Resource Senior Director

SUMMARY

Human Resources Coordinator provides special services as listed below. This position requires the ability to speak English and Spanish. Other duties may be assigned by Human Resource Director as business demands. Always present a positive image of the organization while facilitating general communication and flow of information between all departments of NCGA/Poppy Holding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the planning and coordination of employee events and planning of internal meetings for the management team and Board of Directors
2. Process payroll
3. Onboard new employees/ volunteers
4. Assist with retention and recruiting practices
5. Assist with employee meetings and events. (Must be present at events)
6. Assist with annual Employee Engagement Survey and Review process
7. Coordinate employee file documentation and segregated I-9 and other forms.
8. Assist with safety meetings and insuring property is meeting requirements
9. Leadership of internal websites
10. Works with and collaborates with Accounting Department
11. Audit employee files to ensure compliance with statutory and company regulations.
12. Support safe work habits and a safe working environment at all times
13. Keep all information confidential
14. Maintain a professional appearance
15. Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A strong attention to detail, good people skills, team player attitude, and ability to handle several tasks simultaneously, strong communication and organizational skills, and a strong work ethic are required. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFIDENTIALITY AND DISCRETION

The incumbent must maintain the confidentiality of all company and customer information and must not discuss such matters outside of the department. Tact and discretion must be used in all dealings with all employees, customers, and potential customers to maintain a positive image of NCGA / Poppy Holding.

EDUCATION and/or EXPERIENCE

Two to three years related experience and/or college degree with emphasis in Human Resource is preferred but not require.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English and Spanish. Ability to write routine reports and correspondence. Ability to communicate effectively with guests, management, vendors/suppliers, the general public and other employees of the Company.

COMPUTER/BUSINESS MACHINE SKILLS

Advanced working knowledge of various computer software programs including Microsoft Word for Windows and Excel.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is continuously required to talk and hear. The employee continuously is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift 10 pounds.