

JOB POSTING

HUMAN RESOURCES / OFFICE OPERATIONS COORDINATOR

Job # 2306

ABOUT HKIT ARCHITECTS

HKIT Architects is a leading Northern California design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. Join our dynamic, diverse office of 60+ professional staff dedicated to design and client relationships. The firm is well-known for its award-winning work with schools, affordable housing, senior and other community-based work throughout the Bay Area and California. HKIT is committed to architecture that enriches the community and the environment.

For more information view our website: www.hkit.com

POSITION SUMMARY

The role of HR / Administrative Coordinator provides administrative support within the human resources and office operations functions of the firm. This cross-departmental role fosters positive relationship development between the HR and office operations and employees, vendors, facilities, IT and other partners. The duties of this role will be cross-departmental, to include providing essential office operations support in addition to HR support.

POSITION RESPONSIBILITIES

Human Resources

Provide essential support to HR operations including but not limited to, responding to employee and external inquiries; provide support in the areas of recruitment, payroll and benefits; HR file maintenance; audit support; onboarding and offboarding; ADP Workforce Now support.

Office Operations

Provide firmwide office operations support including but limited to general office support (reception, meeting coordination, filing, etc.); IT support coordination to outsourced IT consulting firm; facilities coordination and support.

REQUIRED / PREFERRED SKILLS

- Ability to maintain confidential information and a high level of integrity required.
- Organizational and time management skills.
- Understanding of human resource principles, practices and procedures.
- Proficiency using ADP Workforce Now Excellent interpersonal and customer service skills.
- Experience creating and editing forms and documents.
- Ability to function well in a at times stressful environment.
- Proficient with Microsoft 365 (Word, Excel, Publisher, Teams and PowerPoint).
- Experience using Adobe Acrobat, InDesign, Bluebeam Revu software.

PHYSICAL REQUIREMENTS:

- This role is expected to require full-time in-office presence.
- Ability to operate general office equipment.
- Prolonged periods sitting/standing at a desk and working on a computer.
- Must be able to lift, push and pull up to 15 pounds at times.

EDUCATION AND EXPERIENCE

- 2 years of undergrad college experience preferred.
- 2-4 years of related experience in a human resources department.
- 2-4 years previous general office management/support experience
- Previous experience in an architectural office preferred.

COMPENSATION AND BENEFITS

The hourly non-exempt pay range for this position is \$31.25 - \$36.06 (annual FTE \$65,000 – \$75,000). HKIT Architects offers rich benefit offerings to eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k and pet benefits.

HOW TO APPLY

Interested applicants should send a cover letter and resume to careers@hkit.com. Subject must include **Job # 2306**.

No calls or third-party recruiting firms/consultants please.