

JOB POSTING

HUMAN RESOURCES COORDINATOR

Part-time (20-24 hours weekly)

Job # 2509

ABOUT HKIT ARCHITECTS

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

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

POSITION SUMMARY

The role of HR Coordinator provides administrative support within the firm's human resources department. This role fosters positive relationships between HR and employees, vendors, other business partners.

POSITION RESPONSIBILITIES

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; HRIS support.

REQUIRED / PREFERRED SKILLS

- Ability to maintain confidential information and a high level of integrity required.
- Understanding of human resource principles, practices and procedures.
- Excellent interpersonal and customer service skills.
- Excellent time management and organizational skills and attention to detail.
- Ability to function well in a sometimes stressful environment.
- Experience navigating HRIS systems (ADP WFN or Paylocity) preferred.
- Proficient with Microsoft Office Suite (Word, Excel, Publisher and PowerPoint).
- Adobe Acrobat with experience creating and editing forms and documents.

PHYSICAL REQUIREMENTS:

- Remote work is not available for this role. This role will work exclusively from our office in downtown Oakland.
- 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 professional office, preferably within a human resources department.
- Previous experience in an architectural office preferred.

COMPENSATION AND BENEFITS

The hourly non-exempt pay range for this position is \$31.25 - \$36.06. 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 submit your resume to careers@hkit.com. Subject must include **Job # 2509** and applicants **first and last name (i.e. Job #2509 Jane Doe)**.

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