



## Job Description

**Position Title:** Culture (Human Resources) Coordinator  
**Department:** Corporate  
**Reports To:** Chief of Staff  
**FLSA Status:** Exempt

### SUMMARY

The Human Resources Coordinator will plan and coordinate the human resources function for Dantes Partners, Faria Management and Dantes Community Partners (collectively, the “Company”). Responsibilities include the day-to-day administration of benefits programs, full life-cycle recruitment and onboarding, employee relations, performance management, implementation of appropriate practices, processes, policies, and procedures, fulfilling regulatory state and federal filing requirements, and facilitates worker’s compensation and unemployment. The position will provide administrative support for the Company under the direction of the Chief of Staff and work closely with the Human Resources Consultant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and performs all activities of human resources administration from job creation to personnel development to retirements, and other projects and programs.
- Develops, recommends, and implements human capital policies, programs, practices, and procedures.
- Facilitates the preemployment process, new hire onboarding, and orientation.
- Responds to employee inquiries in a timely manner and maintains regular employee communication.
- Maintains the integrity and confidentiality of payroll and human resource records and files.
- Prepares, reviews, updates, and maintains the Employee Handbook.
- Administers benefits and insurance programs, open enrollment, training and professional development, and performance management.
- Coordinate workman’s compensation, leave of absence, FMLA, and unemployment programs.
- Develops, prepares, and analyzes reports pertaining to personnel information and data.

- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Implements, maintains, and reviews payroll to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Prepares and maintains accurate records and reports of human resources and payroll transactions.
- Ensure compliance with federal, state, and local employment, payroll, and wage laws.
- Perform other related duties as assigned.

### **QUALIFICATIONS & SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The following attributes are essential for the position:

- Extensive knowledge of the Human Resources field, including recruiting, employee relations, benefits, training, and compensation required.
- An energetic, forward-thinking, and creative individual with high ethical standards and professional image.
- Proven analytical, attention to detail, and problem-solving skills.
- Excellent independent judgment, critical thinking skills, and a strong administrative focus.
- Knowledge of the payroll function including preparation, data entry, balancing, internal control, and payroll taxes.
- Proficient with Microsoft Office Suite applications which include Outlook, SharePoint, Word, Excel, PowerPoint, Access, and other web-based applications.
- Outstanding communication and interpersonal skills with the ability to manage confidential situations with the highest level of professionalism.
- Provide a high level of customer service to internal and external customers in a professional, service-oriented, and respectful manner.
- Ability to adapt and flex under pressure, manage priorities, and work effectively and efficiently with internal and external customers to achieve positive outcomes.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Human Resources, Business, or related field is preferred.
- Five years of human resources generalist experience and office administration required.
- Minimum of two years' experience working with payroll management and HRIS systems.
- Human Resources Certification (PHR, SHPR) is preferred.

## **SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- Proactive and extremely responsive;
- Personable with a good sense of humor
- High level of integrity and discretion;
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- 

## **PHYSICAL REQUIREMENTS**

Dantes Partners complies with the ADAAA and considers reasonable accommodations measures may be necessary for eligible employees to perform the essential functions of the job.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.
- Ability to travel up to multiple properties as needed.

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

*Dantes Partners is an Equal Opportunity Employer and committed to a work environment free from discrimination and harassment in any form. It is Dantes Partners' policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit unlawful discrimination in employment.*