



ZENETEX specializes in management and technology support services for a variety of federal agencies and commercial organizations. Due to extensive company growth, we have an exciting opportunity for a Human Resources Coordinator to join our corporate HR team. This position will be located in our California, MD office and is an excellent opportunity to join an energetic team and be a part of our company's growth!

Primary Duties and Responsibilities

This position will assist the human resources department with daily departmental operations while providing a high level of customer service to both our internal and external customers.

- Providing assistance and guidance to current and previous employees through phone calls and e-mail correspondence
- Maintaining ADP system updating data as needed and running reports for managers within the HR department and throughout the company
- HR spreadsheets in MS Excel
- Assisting in the new employee onboarding process
- Responding to employment verifications and unemployment claims
- Scanning and uploading documents to MS SharePoint site
- Assisting with benefit enrollment including updates and research
- Provide general administrative support to the human resources team
- Alerting appropriate parties of new hires, terminations or transfers through mass e-mail communication
- Providing a high level of responsiveness and positive communication with both internal and external customers
- Performing other duties assigned which are substantially similar in scope, nature or character to those outlined above

Education and Experience Requirements

- At least 3 years of experience as a Human Resources Coordinator or similar is required
- A bachelor's degree from an accredited university.
- Strong organization, problem-solving, attention to detail, and multi-tasking skills
- Exceptional written, verbal and interpersonal communication skills
- Experience with data entry and reporting in ADP Workforce Now required
- Proven ability to maintain confidentiality and professionalism
- Proficiency in MS Word, Excel, and SharePoint

Security Clearance

- This position may require an extensive DoD background check and the ability to obtain access to a major military installation.

To Apply

Please follow this link to apply: <https://careers-zenetex.icims.com/jobs/1239/human-resources-coordinator/job>

You may also contact Stephanie St. Peter, Senior Technical Recruiter at Stephanie.st.peter@zenetex.com for additional information.

ZENETEX is an equal opportunity/affirmative action employer. Qualified applicants are considered for employment without regard to age, race, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected by law.