**Human Resources Coordinator – California, MD**

ZENETEX specializes in management and technology support services for a variety of federal agencies and commercial organizations. We have an opportunity for an energetic and proactive Human Resources Coordinator to join our corporate HR team. This position will be located in our California, MD (Wildewood) office.

**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 internal and external customers. Responsibilities include:

* 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
* Maintaining multiple 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
* Performing other duties assigned which are substantially similar in scope, nature or character to those outlined above

**Education and Experience Requirements**

* 3+ years of related Human Resources experience is required
* Bachelor's degree highly preferred
* HR industry certification(s) and/or training preferred
* This position will require excellent organizational and problem-solving skills
* Must have a keen attention to detail and the ability to manage multiple tasks without supervision
* Exceptional written, verbal, and interpersonal communication skills are required
* Experience with data entry and reporting in ADP Workforce Now strongly preferred
* Proven ability to maintain confidentiality and professionalism
* Proficiency in MS Word, Excel, and SharePoint required

**Security Clearance**

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

**To apply (preferred):**

<https://careers-zenetex.icims.com/jobs/1800/human-resources-coordinator/job?mode=view&mobile=false&width=674&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

**Or contact:** Tim Minnick, Technical Recruiter, [timothy.minnick@zenetex.com](mailto:timothy.minnick@zenetex.com)

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