



## JOB OPENING

**Title: Part Time Human Resources Coordinator**

**Location:** Archdiocesan Council Office (2403 Holcombe Blvd, Houston)

We are seeking a flexible, teamwork oriented part-time Human Resources Coordinator. A successful candidate will have two plus years related human resource experience and excellent communication skills. The Human Resources Administrator is responsible for providing prompt assistance to employees on human resources related questions and support a bi-weekly payroll.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

**Essential Responsibilities:**

- Act as the first point of contact for HR-related administrative inquiries and escalate HR questions of a non-administrative nature to Executive Director/HR Consultant
- Provide consistent, courteous, and prompt assistance to employees with HR administration questions
- Administer the employee lifecycle including recruitment, onboarding, reviews, compliance training, offboarding, and exit interview
- Bi-weekly payroll duties: verify time exists for each employee and that Supervisors have processed their approvals, run a Payroll Preview to identify / reconcile payroll changes from the prior period looking for any errors, sign off the review checklist and provide the Director of Finance the payroll reconciliation
- Administer benefits and leave of absence process including Texas Continuation letters and assisting with renewals and administrative inquiries
- Administer injury and illness reporting process, working with departmental supervisors and managers including administering Workers Compensation
- Coordinate and manage the safety program

**Qualifications:**

- Associate degree from a two-year college or technical school preferred
- Two to five years related experience in human resource administration
- Bilingual in English and Spanish preferred
- Strong Microsoft Office skills required
- Experience with Paycor a plus

**Interested Applicants:**

- Submit your application by clicking the link to our posting:  
<https://www.applicantpro.com/openings/SVdP/jobs/2653330-695505>