

## Human Resources Coordinator

CDP, Inc. is a premier provider of data management systems and services for the public health community including the Special Supplement Program for Women, Infant, and Children (WIC). CDP is searching for a **Human Resources Coordinator** to help assist and contribute to the HR department. Our company develops software for state, local, and federal government health agencies. Our team is focused on promoting a data culture both in house and for our customers. We believe in delivering value through evidence-based decision making and democratization of data. Most of our projects employ agile development methodologies which result in a unique, fun, and flexible team environment while providing an opportunity for our employees to learn and advance their professional development.

### Responsibilities:

- Coordinate the onboarding process from offer acceptance to the first day, ensuring timely communication with candidates and hiring managers
- Coordinate and execute on/off-boarding activities, including maintaining the I-9 and employee personnel files, and conducting new employee orientations and exit interviews.
- Maintain employee personnel files, including creating new employee records and properly allocating active, terminations, and I-9s.
- Assist with planned internal audits, including compliance with background checks, I-9s, training, and other employment documents.
- Manage the leave of absence and Family Medical Leave Act (FMLA) processes by answering questions from the workforce and ensuring the proper forms are completed.

### Other Responsibilities:

- Reconcile HR vendor invoices to benefit enrollment records.
- Process and audit timesheets for contractors and employees.
- Respond to inquiries from employees related to benefits, timesheets, employment policies, and payroll.
- Complete I-9 forms, verify I-9 documentation, and maintain I-9 files.
- Assist in HR projects, such as collecting employee feedback.
- Create and maintain announcements on ADP's home page.

### Minimum Qualifications:

- Associate degree in business or related field or equivalent two year of experience in Human Resources.
- Two years of professional Human Resources experience.
- Possess a good understanding of general business principles, and a working knowledge of Human Resources practices.
- Intermediate experience using Microsoft Word, Excel, and Outlook, as well as the aptitude to learn new technologies.

### Desired Skills

- Excellent attention to detail and ability to reliably enter data.
- Positive, proactive, and continually seeks ways to improve processes.
- Strong written and verbal communication skills; ability to tailor the message to fit the audience.
- Ability to organize, prioritize, and manage one's day and schedule effectively to meet deadlines.
- Discretion to keep personnel data confidential.
- Commitment to providing respectful and empathetic customer service.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](#). This position is an onsite position at CDP's Romeoville office and available immediately. This position is also a full time non-exempt salary position.

#### **About Our Culture**

At our core, we value our relationships, both internally and externally. This means we respect everyone's contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. *When everyone feels empowered, everyone succeeds.*

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran's status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.