



COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

DATE OF NOTICE: August 11, 2017

JOB TITLE: HUMAN RESOURCES ASSOCIATE
WILMINGTON, NC.

JOB DUTIES/RESPONSIBILITIES:

Coastal Horizons Center, Inc., has an opportunity for a Human Resources Associate who will provide generalist support for the developing needs of the organization in the following areas; recruitment and hiring, employee orientation, benefit administration, HRIS administration, benefit administration, training and diversity awareness. The role will also will be responsible for:

- Coordinate and guide the recruitment process in partnership with Human Resources Director, Program Directors and Supervisors for all open positions.
- Determine position needs, create job postings/ads and/or source applicants, screen candidates, and assist hiring managers in interview and selection process.
- Provide comprehensive orientation for all new hires. Collect appropriate paperwork. Establish procedures to ensure all documents are received for compliance with all regulations.
- Maintain record-keeping systems (applications, employee files, benefit files, medical files, etc.) to comply with audit requirements.
- Maintain position descriptions for all staff. Maintain and update salary schedules as required.
- Works with Program Directors and Supervisors in employment offers, paperwork completion, and new employee on-boarding processes.
- Perform and administer employee benefit administration, assist in identifying new benefit providers as required and communicate benefit package information to new and existing staff.

QUALIFICATIONS:

- Bachelors Degree in Business, human resources concentration, or related field.
- Minimum of one to three years related Human Resources position experience strongly preferred, with demonstrated skills and proficiencies in positions essential duties and tasks. Should have a general knowledge of applicable employment laws and regulations.

SALARY: Commensurate with education and experience, medical/dental benefits, life insurance, long term disability insurance, paid time off programs, with a 401K retirement savings plan

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.

ATTN: HR

615 Shipyard Blvd.

Wilmington, NC. 28412

Fax: 910-790-0189

Email resume to: jobs@coastalhorizons.org