

## **HR Coordinator**

2711 N 1st St, San Jose, CA 95134, USA

Full-time

### **Job Description:**

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

### **Experience**

Previous work Experience in Human Resources is a must.

### **Contact**

Send a resume and a cover letter to [hr@itu.edu](mailto:hr@itu.edu)