



## HUMAN RESOURCES COORDINATOR

### Job Description

RMC Group is looking for a full-time Human Resources Coordinator to join our team! Your primary responsibility will be to assist the human resources department in creating new processes, procedures, and upkeep of files for the organization. This is an entry-level position that will report to the Executive Team.

### Responsibilities

- Prepare and upkeep of employee files
- Complete new hire paperwork
- Assist with processing of termination paperwork
- Coordinate with the recruiters/headhunters and the hire of new employees
- Recruit new hires to the company and help with interviews as needed
- Create training manuals for each division and position
- Keep employee handbook updated annually or as necessary
- Generate job descriptions for each position within the company
- Assist with the preparation of the performance reviews
- Perform other duties as assigned by the Executive Team

### Qualifications

- Excellent organization and time management skills
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Attention to detail and thorough when working on projects
- Bachelor's degree in Business/Human Resources/Management preferred, but not required
- SHRM-CP credential preferred
- Excellent PC skills including, but not limited to Microsoft Word, Excel, Outlook, and QuickBooks

### Location

Bonita Springs/Naples, FL

### About RMC Group

RMC is an international provider of risk management and actuarial consulting services. RMC specializes in the design and administration of innovative risk management and insurance products for the small-to-medium sized business. RMC offers a wide range of services which includes property & casualty solutions, life, health & annuity solutions, traditional insurance, insurance-based corporate finance solutions, comprehensive risk management, along with a wide variety of employee benefit plan programs and solutions. Visit [rmcgp.com](http://rmcgp.com) for more information.