

HR Coordinator provides administrative support to the HR Team of a company, creates job descriptions for attracting the maximum number of candidates and maintains ATS with full lifecycle recruiting. Our ultimate goal is to ensure the recruitment process runs smoothly, while qualified and high-performing candidates are recruited. To succeed in this role, you must have a sound knowledge of all recruiting strategies (e.g., sourcing, screening, interviewing) along with a solid background in Human Resources. So, if you want to work in a fast-paced and fun gaming environment, we would like to hear from you.

### **KEY RESPONSIBILITIES**

- Provide day-to-day operational support to the larger HR team
- Manage the HR Mailbox and act as point of contact on day-to-day employee questions
- Facilitate full life-cycle administration, from pre-onboarding to termination
- Coordinate new hire onboarding, including background screenings, first-day logistics between new hires and internal teams, workstation setup and collating personal information
- Administer job change paperwork and corresponding HRIS input, including transfers, promotions and terminations
- Manage timekeeping and ensure compliance with company best practices and California Labor Law
- Support administration of payroll, benefits, and employee wellbeing
- Assist with managing the work authorization process for foreign workers
- Ensure the confidentiality and proper retention of all HR and employee data and documentation
- Support and promote a variety of team engagement and wellness initiatives

### **QUALIFICATIONS**

#### **Required**

- Bachelor's degree in HR or relevant field, or equivalent work experience required
- Minimum of 2 years HR support experience
- Solid understanding of key HR processes
- Experience with Workday
- Creative problem-solving skills
- Background in payroll, benefits, and/or visa/immigration matter