



**Position:** Human Resources (HR) Coordinator

**Employment Type:** Full-Time

**Office Location:** Chicago Office (5008 N Kedzie Ave Chicago, IL 60625)

**Description:**

- Responding to internal and external HR related inquiries or requests and provide assistance
- Redirecting HR related calls or distribute correspondence to the appropriate person of the team
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met
- Providing assistance with payroll and other HR related accounting activities

**Responsibilities:**

- Work closely with the the HR and Finance Director to respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned by the HR and Finance Director

**Qualifications:**

- Experience as an HR coordinator or relevant human resources/administrative position preferred, but not required
- Knowledge of human resources processes and best practices preferred, but not required
- Korean speaking ability is preferred, but not required



# 한울 종합 복지관

## Hanul Family Alliance

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**LAKE COUNTY**  
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Buffalo Grove, IL 60089  
T: (847) 393-7488  
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- Strong ability in using MS Office and Google Suites
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills