

U.S. HR Coordinator – Job Description

Job Title: U.S. HR Coordinator

Work Location: Costa Rica

Minimum Education: University Degree required

Minimum Experience: One year

Position Summary:

Provide culture-focused solutions and support to drive business growth results by aligning Human Resources' best practices and skills to strategic business goals. Support HR processes in our U.S. business.

Position Responsibilities:

- Assist the HR organization to develop an effective culture and HR oversight of employee adherence to company policies and procedures.
- Develop and manage relationships across the business and across the globe.
- Work closely with management and employees to improve healthy working relationships, build morale, and increase productivity and retention/employee engagement.
- Work collaboratively to fulfill the company's mission to create a workplace where talented people want to come, stay, and thrive.
- Ensure employees' adherence to workplace health and safety requirements, compliance, and company policies.
- Be proactive and foster positive working relationships, and understand the growth and productivity of the company.
- Educate employees on the company's Policies & Procedures through handling queries and requests.
- Assist with a variety of HR functions to the U.S. team to ensure compliance and effectiveness.
- Provide administrative support to HR.
- Follow day-to-day administrative and operational decisions.
- Prepare and publish timely and accurate status reports.

- Help establish operational priorities and work with all parties to ensure deadlines are met accordingly.
- Provide support for establishing and maintaining record-keeping systems and procedures as it relates to employees
- Benefits administration to include new enrollments, enrollment cancellations, COBRA administration, updating insurance information to send to HR & Finance per payroll schedule, and providing monthly Health Insurance Vendor Medical and Life Insurance invoices to Finance and Admin.
- Coordinate on HR new hire onboarding, project placement, and off-boarding/termination.
- Administer Leave of Absence forms for employees on work authorizations such as OPT/OPT-STEM/H1B.
- Follow up with employees on projects and obtain new project detail updates for HRIS and SharePoint.
- Prepare OPT STEM paperwork to submit to employee, secure updated immigration docs from employee, and submit to HR and save for compliance.
- Provide weekly OPT STEM extension reports to Management for compliance.
- Reach out to the consultants on projects to support Glassdoor review posts and provide weekly Glassdoor reports to Management.
- Reach out to OPT STEM and H1B TDP consultants on projects each month and provide weekly project update reports to Management for compliance.
- Distribute daily morning quotes for all CCS & Helm360 employees.
- Generate ad hoc letters per request from employees.
- Perform other related duties as assigned or requested. Company reserves the right to add or change duties at any time.

Job Qualifications:

- Proven experience as HR Coordinator or relevant position.
- Experience working with U.S. foreign nationals on temporary work visas (CPT, OPT, OPT-STEM, H1B) preferred.
- Knowledge of scheduling, record keeping, reporting, and HRIS.
- Can work independently with minimum supervision.
- Resourceful and results-oriented in getting things done.
- Maintain a professional demeanor in a fast-changing work environment.
- Tech-savvy, proficient in MS Office.
- Ability to work with diverse and multidisciplinary teams.
- Excellent time management and organizational skills.

- Outstanding verbal and written communication skills (90% English efficiency with speaking and writing).