



SALESMANSHIP CLUB
OF DALLAS

Human Resources Coordinator

Report to: Human Resources Director

Position Status: Full Time, Non-exempt

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support [Momentous Institute](#) which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Uniquely, Salesmanship Club of Dallas is the host organization of an official stop on the PGA TOUR, [THE CJ CUP Byron Nelson](#), which has generated more than \$185 million for Momentous Institute.

Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

The Role: The HR Coordinator is responsible for the administrative and clerical functions of HR departments, performing such tasks as maintaining personnel records, assisting in developing/executing employee orientation/onboarding initiatives.

Job Duties/Responsibilities:

Employee Retention Initiatives

- Conduct Employee Surveys and Exit Interviews
- Coordinate Employee Trainings. i.e. Abuse Prevention, CPR, and HIPPA.
- Help identify ways to embed Core Values in daily operations.
- Assist in the development of recognition and rewards program aligned with Core Values
- Assist in the development and execution of Core Value Building events. i.e. employee appreciation luncheon, holiday party and all new initiatives.
- Develop and coordinate work-life balance initiatives throughout the year. i.e. flu clinic and blood drive.
- Work closely with the marketing department to assist in the information gathering for the internal newsletter.

Human Resource Administration:

- Assist with the day-to-day efficient operation of the HR office.
- Runs background checks and completes reference checks.
- Prepares New Hire Packets for HR onboarding
- Responds to reference checks, wage verifications and verifications of employment status.
- Updates Staff directory and company organizational chart.
- Creates & removes paper records of new hires & terminated employees from active file cabinet.
- Ensure I-9 Binders are kept up to date by adding and removing new and Term EE forms.
- Files information in employee folders in prescribed manner
- Pull monthly insurance bills reports and prepare for review.

Maintains Employee Electronic Record up to date in Human Resource Information System:

- Assist with reviewing time sheets before every payroll cycle is completed (bi-monthly)
- Records changes in status on employees' personnel records such as name, address, telephone number, wage change, and transfer to keep records current.
- Runs Overdue Notifications monthly for employees and ensures up-to-date records. (i.e., Professional licensing, DL, background checks, auto insurance, abuse prevention)

- Remove records of terminated employees from active file. Maintain records for appropriate length of time, depending upon legal requirements.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements:

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General knowledge of various employment laws and practices.
- **Excellent interpersonal skills.**
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- **Excellent organizational skills.**
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.

Required Education and Experience

- High school diploma required; College Degree preferred.
- One year of office/clerical support experience.
- Event coordinator

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Human Resources Department

Employment@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.