

Human Resources Coordinator

Position Title: Human Resources Coordinator
Position Type: Full Time
Location: Westminster, CA or Arcadia, CA
Reports To: Senior Manager, Human Resources

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit CleverCareHealthPlan.com.

Job Summary

We are looking for a Human Resource Coordinator to join our team. The HR Coordinator will undertake a variety of HR administrative duties. You will lead HR functions by keeping track of employee's records, supporting the recruiting process, and building relationships with Clever Care associates. He/she will perform task and project to assist in growing in the HR department. The ideal candidate will have a broad knowledge of Human Resources functions, procedure, and labor laws.

Functions & Job Responsibilities

- Maintaining the HRIS system by entering new hires, changes and monitoring all modules.
- Ensure employee personnel files are maintained and organized
- Lead pre-employment process by sending offer letters, initiate and monitoring background checks, sending and gathering new hire documents.
- Conduct orientation by providing a welcoming environment to new employees.
- Complete I-9 Form, verifies I-9 documentation, complete verification on E-Verify and maintains I-9 files
- Working cross-functionally with internal teams to ensure systems set up/access for new hires.
- Support the recruiting function by posting and monitoring jobs, screening resumes, scheduling interviews.
- Assist applicants, employees, and clients on HR-related questions.

- Provide benefit plan information to eligible employees, administer benefit enrollment in Ease and working aside the company's broker for new hires and terminations
- Identify employees eligible for 401K, providing plan information and gathering enrollment forms.
- Manage HR Monthly/Quarterly/Annual Reports; I.e., Employee listing, Conflict of Interest
- Assist in executing human resource programs including but not limited to leave of absence, and benefits; performance and talent management, and health and safety; and training and development.
- Plan and organize monthly birthday celebration for all CCHP office.
- Maintains compliance with federal, state, and local employment laws and regulations.
- Performs other duties as assigned.

Qualifications

Education & Experience:

- Bachelor's in Human Resources
- 2-3 years of human resources experience with a good knowledge of HR principles.
- Multi-state labor law knowledge a plus

Skills:

- Basic understanding employment-related laws and regulations.
- Ability to work in a work-pace working environment.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!



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Arcadia, CA 91007

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.