

### HR Coordinator

Assists the Director of Human Resources and the Benefits Administrator with HR related tasks and performs a variety of secretarial and administrative duties.

- Aids the Director of Human Resources with posting of job openings, collection of submitted resumes, correspondence to/from candidates, and coordination of interviews.
- Coordinates and tracks the annual evaluation forms with direction from the director of Human Resources.
- Prepares the New Hire Packets for the Director of Human Resources, assists with the onboarding of new employees, and coordinates meetings for a new hire with department directors.
- Maintain all HR and personnel files, records, processes new hire paperwork, and ensure compliance.

**Qualifications:** A successful candidate will possess the following skills:

- 1- 3-5 years of experience related work experience. Interest in the HR field
- 2- Computer proficient in MS Office Suite including Word, Excel, and Outlook (Heavy Calendar experience).
- 3- High attention to detail with strong project coordination skills.
- 4- Possess excellent knowledge of reading, writing, grammar, spelling, punctuation, proofreading, and formatting to perform administrative functions, prepare relevant documentation, proofread material for grammatical, typographical, and spelling errors.

### **About Hemenway & Barnes LLP**

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

### **To Apply:**

Qualified candidates may send their resume, in confidence, to the address [hr@hembar.com](mailto:hr@hembar.com).