

Posting Date: 5/9/2011
Job Number: ADMIN-970
Job Title: HR Coordinator - Total Rewards (Part time)
Location: Jacksonville, FL
Company: EverBank
Grade: 14N

~~THIS IS A PART TIME POSITION (30 HOURS PER WEEK)~~

Primary Characteristics:

The Total Rewards Coordinator is responsible for providing administrative support to the Total Rewards department in accordance with EverBank's hiring guidelines and policies. The Total Rewards Coordinator will contribute to the overall success of the Total Rewards Team by providing a high level of customer service and quality throughout the process.

Essential Functions:

- Monitor and respond to EB Performance & EB Recognition email accounts.
- Halogen system administration: uploads and process maintenance, maintaining procedures
- Create job codes and coordinate with HRIS for input into ADP.
- Assist with Bucks administration (entering into database, sending out bucks supplies, drafting communications, etc.)
- On-going data audits (i.e. Halogen, etc.).
- Budget/Invoice management.
- Salary survey participation.
- Maintain job description database and respond to requests for job descriptions.
- Assist with miscellaneous projects and other administrative duties as needed.

Minimum Qualifications (Knowledge, Skills and Abilities):

- Ability to handle confidential material in a professional and appropriate manner.
- Highly organized and able to prioritize and manage multiple critical functions for effective and efficient completion of tasks in a fast-paced environment.
- Impeccable attention to detail.
- Ability to work both collaboratively with team members as well as autonomously on projects and tasks.
- Excellent verbal and written communication skills, including telephone skills, required.
- Flexibility to accommodate different professional work styles as well as changing work environments/priorities.
- Ability to communicate clearly and succinctly both in writing and orally with all levels of management.
- Extraordinary commitment to superior customer service and professionalism.
- Exceptional organizational skills, attention to detail, and problem solving aptitude.
- Strong time management skills and ability to prioritize tasks to meet deadlines.

Training and Experience:

- High School diploma or equivalent required.
- 2+ years of successful administrative experience in Human Resources.
- High level of proficiency with Microsoft Office applications, including but not limited to Outlook, Word

Reporting Manager: Kerry Shewchuk

Apply at <https://www.everbank.com/>