

JOB TITLE: HR Coordinator
DEPARTMENT: Care Center Human Resources
REPORTS TO: Senior HR Leader
YRS OF EXPERIENCE: 2-4 years

LOCATION: Tracy, CA
POSITION TYPE: Non-Exempt
LEADS OTHERS: N/A

RESTORATION HARDWARE is one of the fastest growing and most innovative luxury brands in the home furnishings marketplace. We believe our brand stands alone and is redefining this highly fragmented and growing market. Restoration Hardware is positioned as a lifestyle brand and design authority, offering dominant assortments across a growing number of categories, including furniture, lighting, textiles, bathware, decor, outdoor and garden, as well as baby and child products. Our business is fully integrated across our multiple channels of distribution, consisting of our stores, catalogs and websites, www.restorationhardware.com and www.rhbabyandchild.com.

In everything we do, our philosophy is simple: We want to surround ourselves with what we love. We want to inspire laughter as well as thought. This is more than our way of finding and selling products; it's a way of life we highly recommend.

At Restoration Hardware we believe deeply that the “right” people are our greatest asset. We value people with high energy, who possess the ability to energize others. People who are smart, creative and have a point of view. People who see the answer in every problem, versus those who see the problem in every answer. People who are driven, determined, and won't take “no” for an answer. We value team players, people who are more concerned with what's right, rather than who's right.

Position Description:

The perfect candidate will have an immediate connection to our Core Values (People, Service, Quality and Innovation). This candidate will be extremely flexible and enjoy a “startup” mentality and environment that changes day to day and will “assume positive intentions” at all times. Candidates who are personable, open to learning, collaborate well with others and have a positive attitude, and are more apt to saying “yes” or “we'll try” (rather than “no” or “that's impossible”) will be at the top of our list.

The HR Coordinator provides support to the Client Service Center. Duties include general clerical, reporting, tracking and project based work. Successful candidates must be able to project a professional company image through in-person and phone interaction.

Primary Responsibilities

- Process time-keeping system for Client Service Center associates; answer pay inquiries and oversee payroll check distribution
- Track, prepare, update, maintain and audit the attendance database to include preparation of attendance documentation
- Provide clerical support including filing, scanning documents, answering phone/emails
- Handle mail/deliveries
- Respond to associate inquires around benefits eligibility, PTO, and attendance
- Develop and maintain reports; compile information and data to present findings to members of leadership
- Maintain office machines, inventory and ordering
- Arrange meetings and scheduling of appointments
- Completing expense reports
- Assist with preparation of Client Service Center activities and events
- Help facilitate scheduling of applicants in the recruiting process

- Provide administrative support Client Service Center and HR functions, including: benefit administration, recruitment, record management and recognition programs.
- Positively represents the Company's culture, history, benefits, and positions
- Subject matter expert for attendance policy and compliance
- Any other responsibilities deemed essential

Skills Required

- 1-2 years of previous Human Resources experience
- Excellent oral and written communication skills and ability to interact with all levels in the organization
- Ability to multi-task and prioritize
- Detail-oriented
- Ability to work independently with little direction
- Excellent decision-making and strong customer service skills

Job Related Competencies:

- Live Our Core Values
- Creative problem solving and provides innovative approaches to solve complex problems.
- Identify and present opportunities for process improvement.
- Ability to make effective decisions and manage several processes in a fast paced environment.
- Excellent communication (oral, written and listening)
- Demonstrated ability to organize vast amounts of data.
- Ability to organize, prioritize and multitask various projects

Technical Expertise:

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
- Payroll/Attendance Tracking Experience (ADP eTime systems a plus)
- Experience with graphic design software (Adobe Creative Suite Experience a plus)