

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Human Resources Coordinator
DEPARTMENT: Human Resources
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

PRINCIPAL RESPONSIBILITIES:

The Human Resources Coordinator is responsible for providing a wide variety of support services for the Human Resources team. This includes matters pertaining to (1) processing of employment forms; (2) recruitment and staffing support, (3) employee materials maintenance; and (4) information tracking and reporting.

PRINCIPAL DUTIES:

- Conduct and oversee the New Hire Onboarding and Orientation process, ensuring documents are appropriately tracked and accurate; schedule all New Hire and Benefits Orientations; prepare onboarding documents and/or digital links to be sent to employees.
- Support recruitment and selection efforts by posting open positions, sourcing resumes, initial phone screens, creating recruitment files, tracking and pre-screening applicants, scheduling candidate interviews and conducting reference checks.
- Assist with preparing of on-site events including set up and driving engagement.
- Coordinate with the IT team on the creation or deactivation of email accounts, phone extensions, etc. for all new and outgoing employees.
Review and verify staffing data with payroll for changes in employment status.
- Liaise with the Payroll department with respect to employees' status changes and leave of absence to facilitate correct payroll processing.
- Process employee resignations and schedule and/or conduct exit interviews as directed.
- Provide logistical support for the Employee Performance Review (EPR) process, which includes the receipt and tracking of EPRs and job descriptions.
- Generate and prepare documents, update staffing list and maintain personnel data, including reports, confidential correspondence in a timely manner, as necessary.
- Proactively update and maintain the Personnel Directory on the AFI Intranet and Organizational Charts, providing information as requested; maintain the HR Department forms inventory, including benefits collateral material.
- Maintain and control the filing and record retention process within the Human Resource department.

- Maintain HR Department supplies, subscriptions, disposition of department files, etc.; develop and maintain internal controls and tracking for paperwork emanating from the department.
- Perform other duties and assignments as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree, preferably in a business-related field, preferred.
- 1-3 strong administrative experience supporting a busy, multi-person department; prior experience in a Human Resources department, with a working knowledge of Human Resources practices and principles is required.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently while being an integral member of a fast-paced, high-functioning, results oriented team; ability to work calmly under pressure.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- High level of proficiency with Microsoft Office (Word, Excel and PowerPoint); comfortable working in an IOS-based (Mac computer) environment.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to negotiate challenging situations and personalities with a professional and positive attitude.
- Demonstrated knowledge and experience in the film and television community is a plus.

SUPERVISION:

The Human Resources Coordinator performs all duties and responsibilities under the guidance and supervision of the Director, People and Culture.