Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Human Resources Coordinator	**Job Category:**	Human Resources
Department/Group:	Human Resources	**Posted By:**	11/12/2021
Location:	Center City Philadelphia	**Travel Required:**	None
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	11/12/2021
Reports to:	Chief Human Resources Officer	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr has a new opportunity for a Human Resources Coordinator in our Human Resources Department. This integral role will assume ownership of all onboarding and offboarding processes for lawyers and staff. This position will contribute to the overall success of the HR department by collaborating closely with the recruiting team and other HR members to assess current processes and make changes necessary to provide an efficient and effective experience for new employees.

Duties:

Responsibilities include ensuring timely and accurate completion of new hire documentation, scheduling HR orientations, processing background checks, verifying employment eligibility, entering, maintaining and auditing HR data and creation of electronic HR files and generating reports.

Skills/qualifications:

The selected individual will have a strong attention to detail, time management skills and maintain focus on priorities while meeting strict deadlines. The ability to work collaboratively with team members as well as to work independently and handle multiple assignments is required. A demonstrated ability to maintain confidential and sensitive information is essential.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]