

Firm/Company Name Marshall Dennehey Warner Coleman & Goggin

(Send copy of firm logo for posting)

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|------------------------------|---------------------------|-------------------------|---|
| Job Title [Position]: | Senior HR Coordinator | Job Category: | Human Resources |
| Department/Group: | Human Resources | Posted By: | HR Recruiter |
| Location: | Philadelphia, PA | Travel Required: | N/A |
| Level/Salary Range: | Dependant Upon Experience | Position Type: | [i.e.: full-time, part-time, etc.] Full-time |
| HR Contact: | Leslie Wallace | Date posted: | 4/20/2022 |
| Reports to: | | Posting Expires: | [i.e., 30-days] 60 days |

Applications Accepted By:

Fax or E-mail:

HRRecruiter@MDWCG.com

Attention:

HR Recruiter

Mail:

2000 Market Street, Suite 2300
Philadelphia, PA 19103

Job Description

Brief Summary:

The law office of Marshall Dennehey Warner Coleman & Goggin, a leading civil defense litigation firm, is seeking a Senior Human Resources Coordinator to join our Philadelphia headquarters. This position will play an integral role in our Human Resources team, providing high level support to the department.

All candidates should possess a high school diploma or equivalent and have 3 - 5 years of Human Resources experience. We are seeking a talented individual who has excellent organizational skills, attention to detail, and a proven ability to meet deadlines. Our Firm offers a competitive salary and

Duties:

Core responsibilities include the following and will evolve as the role matures:

- Assist with administering employee benefits
- Processing monthly insurance premiums
- Conduct audits of payroll, benefits and other HR programs
- Create and run various reports in ADP
- Assist with recruitment process
- Meet with new employees and process new hire paperwork

Skills/qualifications:

Requirements:

- High school diploma or equivalent is required. Bachelor's degree is preferred.

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