



## **JOB POSTING**

### **Position: Human Resources Coordinator**

Mid-Atlantic Broadband Communities Corporation (MBC) is currently seeking a candidate for a full-time Human Resources Coordinator. This position is responsible for carrying out various human resources administrative duties, including recruiting, on and off-boarding, development, maintaining employee files and the HR Information system, assisting with benefits administration, and coordinating company workshops and other events.

MBC owns and operates an extensive open-access fiber optic network, providing wholesale optical transport services to communities throughout the southern Virginia region. Created in 2004, MBC's mission is one of economic revitalization and development in rural Virginia, working closely with communities and regional economic development groups to bring state-of-the-art broadband transport services to the area and help drive private sector investments in our region.

#### **WORK LOCATION**

Mid-Atlantic Broadband Communities Corporation, 715 Wilborn Avenue, South Boston, VA 24592

#### **DUTIES AND RESPONSIBILITIES**

- Assists with the administration of employee lifecycle processes, including onboarding, offboarding, and employee changes, ensures processes are followed and that all necessary documentation is collected and filed for new hires, terminations, leaves of absence, and various status changes.
- Assists with benefit insurance renewals and open enrollment process as needed; assists during the plan year with new enrollments, changes, and inquiries.
- Assists with coordinating recruitment efforts, including job postings, updating application tracking systems, candidate screenings, scheduling interviews, and background checks.
- Documents human resources changes with approved action forms (hires, terminations, pay changes, supervisor changes, address changes, etc.).
- Maintains human resources employee files, the HR Information System, and ensures proper documentation is retained, ensuring accuracy and confidentiality.
- Ensure employee data is up to date and accurate.
- Respond to employee inquiries regarding HR policies, procedures, and benefits.
- Assists with coordinating HR training and development as needed.
- Assists with maintaining job descriptions as needed.
- Tracks service anniversary milestones for employee awards and recognition.
- Reviews and reconciles monthly statements from various benefit vendors.
- Assists with leaves of absences and all related documentation and claims, including medical, parental, personal, and other leaves and related short- and long-term disability claims.
- Ensures compliance with federal, state, and local employment laws and company policies.
- Coordinates various company workshops and other events.
- Assists with workflow and process improvement for human resources functions.
- Supports the Senior Director of Finance & Human Resources with special projects and workflow process improvements.
- Other duties as assigned.

#### **REQUIREMENTS**

- Bachelor's degree in Human Resources, Business or related field, with at least three (3) years human resources experience; or equivalent combination of education and experience.
- Familiarity with HR compliance, employment laws, processes, procedures, systems, and ability to apply practical knowledge of same.
- Ability to carry out instructions furnished in written and oral form.
- Possess high-quality verbal and written communication skills and demonstrate strong interpersonal skills.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and with HRIS (Human Resource Information Systems).
- Demonstrate strong attention to detail, organizational, and time-management skills.
- Ability to handle confidential and sensitive information with discretion.
- Strong problem-solving skills and a proactive approach to tasks.
- Ability to work both independently and collaboratively in a team environment.

## **COMPENSATION AND BENEFITS**

This position is full-time with benefits. MBC offers competitive compensation and comprehensive benefits to include medical, dental, vision, short- and long-term disability coverages, life insurance, 401(k) retirement, tuition reimbursement, paid time off and holidays. MBC is an equal employment opportunity (EEO) employer and will consider all applications without regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, race, traits historically associated with race, physical or mental disability, medical condition, genetic information, veteran status, military status, sexual orientation, sex or gender (which includes harassment and discrimination based on gender identity, gender expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws.

## **HOW TO APPLY**

Submit cover letter and resume to Human Resources at [hr@mbc-va.com](mailto:hr@mbc-va.com) or 715 Wilborn Avenue, South Boston, VA 24592.