

## Human Resources Coordinator

Are you passionate about Human Resources and driven to make a difference in the workplace? Stearns Weaver Miller is seeking an HR Coordinator who combines a strong understanding of HR practices with a genuine desire to support and connect with people. This role is perfect for someone who enjoys problem-solving, brings a compassionate yet confident approach to employee relations, and knows how to strike the balance between empathy and accountability. Based in our Tampa office and reporting to the Director of Human Resources, you'll play a key role in the day-to-day HR operations, helping to create a positive, productive, and compliant work environment.

### Responsibilities

- Supports day-to-day HR administration in our Tampa office and lends a hand with broader HR initiatives and projects, including preparing reports.
- Assists with onboarding of new employees. Will collaborate with the Office Manager and IT department to ensure new hires are set up with designated offices or workstations, email address, computer profile setups, etc.
- Provides recruitment support such as sourcing, posting and scheduling of interviews. Assists in the overall interview process
- Provides Off-boarding support
- Maintain up-to-date and accurate employee information in the HRIS system, ensuring all records are complete and compliant.
- Assist with tracking employee absences and time-off requests, and assist in managing leave processes such as FMLA, PTO, and other time-off programs.
- Serve as a point of contact for Tampa employees and attorneys, addressing routine HR questions, employee concerns, resolving conflicts and maintaining positive employee relations
- Assist the Director of HR to support and manage confidential or sensitive employee matters with discretion and professionalism.
- Performs job analysis to identify staffing needs and updates job descriptions.
- Assist in arranging coverage when employees request PTO or call out sick.
- Assisting with the planning and implementation of training programs for employees. Conducts thorough assessments to identify training needs across different departments while collaborating with attorneys and employees to understand specific skill gaps and performance improvement areas.
- Assist in organizing and coordinating office events that promote employee engagement and a positive workplace culture. May assist at times with external office hosted events.

## Requirements

- Bachelor's degree; relevant HR experience/Certification (SHRM) will be considered in lieu of a degree
- 3+ years of experience in HR administration, or a similar role
- Familiarity with HRIS systems, preferably ADP and Microsoft Office Suite
- Excel skills must be above average
- Ability to work independently, take initiative and work collaboratively in a fast paced environment while integrating a high detail of attention to detail, focus and organization.
- High-level of professionalism with the ability to maintain confidentiality and with the qualities of being approachable and trustworthy.
- Ability to work in diverse work environment
- Able to balance multiple tasks with changing priorities
- Must have a strong understanding of FMLA procedures
- Must have excellent written, verbal and communication skills and a helpful, collaborative mindset
- Ability to work overtime when needed

To apply, please email your resume to [legalrecruiting@stearnsweaver.com](mailto:legalrecruiting@stearnsweaver.com) indicating the title and office of the position in the subject.

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