



HR COORDINATOR
Full - time
Charleston, SC

Ask yourself

Do you have a heart for serving your neighbor? Are you dedicated to ensuring people have the food they need while addressing the root causes of hunger? Do you believe no one should go hungry?

Are you a strategic thinker with a big picture mentality? Are you ready to lead with your expertise and experience while continuing to learn and be curious? Do you work collaboratively and excel in a team environment?

Want to know more? Visit Lowcountry Food Bank's website at lowcountryfoodbank.org

.Reporting to the Director of People and Culture, the **HR Assistant** provides administrative support for the HR department by performing a variety of tasks. In this position, the primary duties will be to collect and manage all data pertaining to all employees and manages the front desk coordinator and front desk processes.

Responsibilities include, but are not limited to, organizing, compiling, updating personnel records and documentation in electronic form. This person is responsible for updating HR databases with different information such as new hires, terminations, preparing, managing, and storing paperwork for HR policies and procedures, answering employees' questions, and providing requested information.

The successful candidate will possess an Associate's degree with two years of HR work related experience. This position requires exceptional communication skills, judgement and discretion and proficiency with MS Office software.

Lowcountry Food Bank offers a comprehensive benefits package including medical, vision, dental and life insurance, annual paid leave/holiday pay, plus 401(k) matching up to 5% at one year.

Email resume to: humanresources@lcfbank.org

Lowcountry Food Bank is an Equal Opportunity Employer, and we strongly encourage applications from candidates who can increase the diversity of our organization and strengthen our capacity to end hunger and fight food insecurity in the Lowcountry. We have committed to being an active listener to individuals with lived and living expertise, and we actively seek those who have experienced hunger and its root causes to join our team. Our organization is committed to equity, diversity and inclusion and invite you to learn more at: <https://lowcountryfoodbank.org/about-us/equity-diversity-and-inclusion-edi/>

Equal Employment Opportunity and Non-Discrimination: Lowcountry Food Bank is committed to equal opportunity for all employees and applicants. Lowcountry Food Bank does not discriminate with regards to hiring, assignment, promotion, or other conditions of staff employment because of race, color, religion,

sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information, or any other status protected under local, state or federal law.