



HR and Benefits Coordinator

National Affordable Housing Trust
Location: Columbus, Ohio
Reports to: SVP, Director of Administration
Exempt Classification: Non-Exempt
Status: Regular, Part-time or Full-Time

National Affordable Housing Trust (NAHT) is a non-profit low income housing tax credit syndicator dedicated to helping create and preserve homes for those in need. NAHT provides equity, through syndication to third party investors, for affordable housing real estate transactions that utilize Low Income Housing Tax Credits (LIHTC) as a form of financing.

Summary of Position

The HR and Benefits Coordinator is responsible for working with Administration and Human Resources to handle many administrative, benefits, and human resource related duties. This position assists employees with benefits enrollment and questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices. This position acts as a liaison between employees, brokers, and insurance providers.

The HR and Benefits Coordinator is responsible for recruiting, screening, interviewing, preboarding and onboarding of employees. This position is also responsible for maintaining and updating employee records, general administration and coordination, assisting with performance management, and conducting audits of HR program and recommending possible actions to improve existing processes.

Essential Functions

The HR and Benefits Coordinator is responsible for the following functions:

- Administering health and welfare plans, including enrollments, changes, and terminations. Processing required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performing customer service functions by answering employee requests and questions.
- Collecting, reviewing for accuracy and/or discrepancies, coding, and documenting monthly benefit invoices for payments.
- Preparing and setting up meetings designed to help employees obtain information and understand company benefits and other related programs. Ensure distribution of required employee notices.
- Assisting in completing benefits reporting requirements.

- Processing information for personnel actions including new hires, terminations, and other staff changes.
- Assisting with the preparation of the performance review process.
- Recruiting, screening, interviewing, and facilitating the hiring of qualified job applicants for open positions; collaborating with departmental managers to understand skills and competencies required for openings.
- Conducting or acquiring background checks and employee eligibility verifications.
- Assisting with new hire onboarding and orientation process ensuring all new hire paperwork is filed and submitted appropriately.
- Creating and maintaining compliant personnel files for all employees.
- Completing Forms I-9, verifies I-9 documents and maintains I-9 files.
- Conducting audits of payroll benefits or other HR programs and recommends corrective action when discrepancies are discovered.
- Reviewing and responding to unemployment claims with appropriate documentation.
Reviewing monthly unemployment statements.
- Providing general administrative support, at the organizational level or for a specific project or work group.
- Effectively communicating and collaborating with all employees, brokers, and health and welfare vendors.
- Reviewing and/or drafting documents with accuracy.
- Establishing and maintaining policies and procedures as necessary.
- Performing other duties as assigned.

Qualifications & Requirements

- Minimum of an Associate's degree in HR or related field; experience and/or other training/certification may be substituted for the education. Bachelor's degree in human resources or related field of study preferred.
- Minimum of two years of experience in human resources and/or benefits administration.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification credential preferred.
- Excellent verbal and written communication skills.
- Meticulous attention to detail including numbers and excellent skills in managing multiple tasks.
- Ability to adapt to change easily.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite programs and in particular Word and Excel.

Physical and Environmental Demands

Work will be conducted in an office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must have the ability to provide regular and dependable in-office attendance to support office interpersonal communication, face to face relationships and the collaborative nature of the position.
- Employees must also periodically deal with interruptions due to activity in the work area.

Forward cover letter and resume to: humanresources@naht.org

Or Mail To:

National Affordable Housing Trust
Attention: Human Resources
2445 North Bank Drive, Suite 200
Columbus, OH 43220

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.

NAHT is an Equal Opportunity Employer and does not discriminate against anyone based on their protected class in any of its hiring, retention or advancement opportunities.