



Human Resources Coordinator

MDDAdvantage Insurance Company of New Jersey, a leading provider of medical professional liability insurance located in Lawrenceville, NJ, is currently seeking a **Human Resources Coordinator** to provide support to the Human Resources Department.

This well-organized individual will prepare the bi-weekly payroll including entering and verifying data and transmitting the payroll information. This person will review and process expense reports through the payroll, verify time off requests, and ensure employee changes are accurate. The person will verify the payroll reports, maintain payroll records and files, and answer employee payroll questions. Additionally, this person will assist with daily Human Resources functions including, but not limited to, open enrollment, recruiting, performance reviews, scanning, and coordination of various employee relations activities. This person will also perform the Accounts Payable function for the Finance Department and serve as relief to the Company Receptionist.

To qualify, you must possess excellent interpersonal and communication skills to support interactions with employees. You must be proficient with the Microsoft Office products – Outlook, Word, Excel, and Power Point. A critical requirement of this position is the ability to maintain confidentiality on all Human Resources and Financial issues. The position requires a High School Diploma and prior office experience. Payroll experience is preferred.

This position reports to the Assistant Vice President, Human Resources.

Please forward your resume to cbowman@mdanj.com. For additional information on MDDAdvantage of New Jersey, please visit our web-site at www.mdadvantageonline.com

Equal Opportunity Employer