

Lawley

INSURANCE | EMPLOYEE BENEFITS People Strategy Coordinator

Position Focus:

- Responsible for administrative support of all areas of People Strategy, with special focus on Learning and Development (L&D) and Human Resources
- L&D support will involve back end administrative work, data management, coordination of in-house programming, scheduling and organization for in-house programs leveraging our learning management system, managing our L&D ticket system (webinars, classes, dues renewals), paying invoices, prepping session materials, and tracking associate development programming
- People Strategy (Human Resource) support will involve, coordinating, scheduling and note taking for People Strategy Team meetings, value added seminars, engagement initiatives, lunch and learns and associate discount programs
- Maintain and audit internal communication through the intranet using Wordpress
- Create and maintain documents including applications for committees, PowerPoint and presentation materials, and forms using Adobe Acrobat
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of three years of experience in an administrative HR position; HRIS experience desired
- Associates' Degree; Bachelor's preferred
- Extensive knowledge of Microsoft Office and specifically Outlook and Excel
- Knowledge of Articulate or other learning authoring tools preferred
- A proven ability to exercise a high degree of confidentiality, discretion and diplomacy
- Human resource & benefit administration experience preferred
- Project management experience preferred
- Ability to adapt to quickly shifting priorities
- Incredible attention to detail and organizational skills
- Ability to work well independently as well as on a team
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently

- Precise communication skills, even under time constraints

