



SAGE Services  
1305 Del Norte Rd.  
Camarillo, CA 93010  
(805) 654-9814  
[www.sageservices.org](http://www.sageservices.org)

## Human Resources Coordinator Job Description (Full-Time)

**Company:** SAGE Services

**Location:** Camarillo, CA

**Position Type:** Full-Time, Non-Exempt

**Reports To:** Human Resources Manager

### Position Summary

The HR Coordinator provides essential administrative and compliance support to the HR and Recruitment departments at SAGE Services and affiliated companies. This role focuses on onboarding logistics, personnel file management, and employee compliance tracking. The HR Coordinator ensures staff meet required deadlines for paperwork, certifications, and training, supporting the HR Manager and Recruitment Manager to keep the workforce compliant and organized.

### Qualifications

- **General Requirements:** Valid driver's license and current automobile insurance, DMV report and access to a vehicle required, Negative alcohol/drug screening in accordance with California law, cleared upon hire and maintained Department of Justice (DOJ) clearance.
- **Education:** Associate's degree in Human Resources, Business, or related field preferred.
- **Experience:** 2 years in Human Resources.
- **Technical Skills:** Typing at least 40 WPM, skilled in internet-based programs, proficiency in Microsoft Office Suite and Outlook.
- **Knowledge:** Familiarity with California labor law and HR compliance preferred.
- **Certifications:** PHR or SHRM-CP **preferred but not required.**
- **Other Requirements:** Strong organizational skills, attention to detail, ability to manage multiple deadlines, excellent communication, ability to sit for extended periods of time, ability to view screens for extended periods of time, and professionalism in handling sensitive information.

### Core Competencies

- Organization & Attention to Detail
- Deadline & Task Management
- Communication & Follow-Up
- Confidentiality & Integrity
- Ability to Support Multiple Managers & Departments
- Proactive Problem-Solving



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### Key Responsibilities, include but are not limited to

- Process new hire paperwork and ensure completion of onboarding requirements (applications, reference checks, background checks, CPR, TB tests, I-9s, mandated training).
- Set up and maintain accurate personnel files in line with federal, state, and Title 17/22 requirements.
- Track employee compliance items (annual training, licenses, certifications, evaluations).
- Send reminders to staff and supervisors regarding upcoming or overdue requirements.
- Support HR Manager in ensuring company-wide compliance with employment law and internal policies.
- Maintain HR checklists and trackers for employee deadlines and requirements.
- Prepare HR forms, correspondence, and employee communications.
- Provide general administrative support to HR Manager (filing, scheduling, data entry).
- Applicant screening, interviews, administrative aspects of new hires after selection (file creation, orientation scheduling, system entry).
- Help coordinate staff training and orientation sessions.
- Serve as a point of contact for employees regarding paperwork and compliance questions.
- Provide guidance on required forms and deadlines.
- Support company culture initiatives by ensuring employees feel supported during onboarding and training processes.

### Compensation & Benefits

- Hourly Rate: **\$26.00/hour (non-exempt)**
- Benefits include health insurance, 410K (non-matched), sick time, vacation time, bereavement time, federal mileage reimbursement rates, and opportunities for HR career development.

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Employee Printed Name

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Employee Signature

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Date

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Management Signature

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Date