

## **Operations Coordinator - Finance & HR**

Under the direction of the Director of Human Resources, the Operations Coordinator will support Modern Luxury's finance, human resources and legal departments with various administrative tasks. This is an opportunity for the right candidate to join the Country's preeminent luxury and lifestyle media company.

### **DUTIES AND RESPONSIBILITIES**

#### General

- Provide general administrative support including mailing, filing, calendar management, answering calls, expense reports and miscellaneous needs
- Assist with reports, presentations and special projects
- Proofread and format materials as needed
- Strict adherence to confidentiality policy due to the sensitive nature of materials reviewed & handled

#### Finance

- Assist in preparation & dissemination of interdepartmental & Company communications as required by CFO
- Assist team in the aggregation of data for the annual budget & monthly forecast preparation
- Assist in the administration of critical functions, such as payroll & trade accounting, as needed, including processing timesheets, coordination of the timely remittance of information from operating units & ensuring accurate departmental coding of invoices.
- Assist in the preparation of presentation materials and coordinate distribution as required
- Special projects, as required

#### HR

- Assist with all aspects of recruiting, hiring and onboarding processes
- Handle basic employee requests for logins and system access

- Assist with employee record management & retention
- Support employee culture and recognition tasks
- Serve as resource for routine HR forms
- Coordinate the Company's internship programs
- Maintain organizational charts
- Assist with various ad hoc HR projects as needed including but not limited to process improvement and compliance
- Coordinate with employees and third-party providers on routine benefits questions

### Legal

- Assist with maintaining Board files
- Assist in updating forms under direction of Legal
- Coordinate with outside counsel and AP on legal billing

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties or responsibilities that are necessary from time to time.

### **MINIMUM QUALIFICATIONS**

- Bachelor's or similar degree
- 2+ years administrative experience required, preferably in Finance, HR and/or Legal departments
- Comfort working with employees across numerous offices
- Highly detail oriented; ability to meet deadlines and effective problem solving skills
- Actively find ways to assist and contribute to the team
- Excellent communication and interpersonal skills
- Ability to operate independently with minimal supervision
- Sense of humor
- High proficiency in Excel and Word
- Experience in HR systems a plus