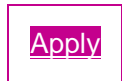




HALO



Human Resources Coordinator

[Work from Home, IL](#) • Human Resources

Job Type

Full-time

Description

We are HALO! We connect people and brands to create unforgettable, meaningful, and lasting experiences that build brand engagement and loyalty for our over 60,000 clients globally. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States are the reason HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions.

HALO is seeking a talented Human Resources Coordinator to support core HR services. You'll wear many hats, but above all you will embody HALO's culture of ingenuity, inclusion, and determination. With a strong customer-service orientation and laser-focused attention to detail, we will count on you to be the ultimate team player working across all parts of HR. After two years in the HR Coordinator role, you'll be prepared for your next career challenge in one of HALO's HR specializations: HR Business Partner, Talent Management, Learning & Development, Benefits, Compensation, Employee Relations, and others.

Responsibilities

- **Data:** Accurate data is the cornerstone of HR Operations. You will be working with employee data every day. Whether it is timecards, demographic information, compensation, performance data, or something else, your comfort with data entry and management is critical. Accuracy, legal compliance, consistency, and confidentiality are essential.
- **Employee Help Desk:** With over 2,000 employees throughout the U.S. with unique needs and interests, they will rely on your responsiveness through the HR email Help Desk to ensure that they are connected to the right resource, quickly. You don't need to know everything, but you will need to treat each request with care and connect them with the right information.
- **Employee Changes:** You'll manage multiple critical employment and benefit data changes for our employees in our HR information system, ensuring that all employee changes and milestones are appropriately recorded and timely processed.

- **Offboarding:** As employees depart the company, you will be following established processes and procedures to coordinate the completion of exit activities to ensure a smooth transition for all involved.
- **Day-to-day Support:** As a fast-growing organization, things come up that are not planned. Everyone in HR is willing to chip-in and act with urgency.

Requirements

- Associates degree required, Bachelors degree preferred
- 2+ years in an HR role strongly preferred, experience within a professional service setting a plus
- Intermediate to advanced knowledge in Microsoft Office Suite and Microsoft Teams
- Intermediate HR software skills, preferably with Paylocity
- Strong customer-service orientation, writing, and communication skills
- Demonstrated diligence, analytical, and time management skills

More about HALO

HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions. We partner with our clients to break through the clutter of our media saturated world and connect their brands to customers, employees, and other audiences critical to their success. As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. We also offer:

- **Career Advancement:** At HALO, we love promoting from within. Internal promotion is the key to our exponential growth in the last few years. With so many industry leaders at HALO, you'll have the opportunity to accelerate your career by learning from their experience, insights, and skills and gain access to HALO's influential global network, leadership experiences, and diverse thinking.
- **Culture:** We love working here and know that you will too. You can expect a positive culture of *ingenuity, inclusion, and relentless determination*. We push the limits of possibilities and imagination by staying curious, humble, and provocative in order to break through yesterday's limit. Diversity is the source of our creativity, and we thrive when each of contributes to an inclusive culture of respect, dignity, and equity mindset in everything we do. We keep our promise for excellence with an unrelenting commitment to achieving results and supporting one another to stay accountable, transparent, and dependable.
- **Recognition:** You're going to succeed here, and you can count on us to celebrate your wins. Colleagues across the company will join in recognizing your big milestones and nominate you for awards. Over time, you'll earn so much recognition that you can convert into gift cards, trips, concerts, and merchandise at your favorite brands.
- **Flexibility:** Most roles offer hybrid work. In addition, we pride ourselves on flexible schedules that help you find a balance between professional and personal demands. We believe that supporting our customers is the priority and trust that you and your manager will find a schedule to achieve that priority.
- **Work with your favorite brands:** HALO clients include over 100 of the Fortune 500 as well as thousands of mid and small-size organizations. You'll be on teams that are focused on the future of our industry and bringing our customers fresh ideas that are first-in-the-world.
- **Stay well at HALO:** At HALO, we have benefits that support all parts of your life and to find a work-life balance custom to you. *We offer easily accessible mental healthcare for you and your family. HALO has multiple programs to help with life's challenges.* Our program focuses on behavioral health coaching, therapy and psychiatry, personalized skill development, and

providing access to care for your dependents. In addition, we offer *nation-wide coverage* Medical, Dental, Vision, Life and Disability insurance, and additional Voluntary Benefits. Prepare your financial future with our 401K Retirement Savings Plan, Health Savings Accounts (HSA), and Flexible Spending Accounts (FSA).

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO, and we seek to recruit, develop and retain the most talented people.

HALO is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at hr@halo.com. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our [Careers page](#).