



DIVISION-D JOIN OUR TEAM!

HR COORDINATOR

ABOUT THE ROLE:

Our HR Coordinator will be responsible for assisting with employee relations and onboarding. They will work closely with our HR Director and Recruitment Managers to help guide employees through various human resource processes, administer benefits and handle answer any employee questions. The ideal candidate will have experience in HR and have strong interpersonal skills to communicate and collaborate in a team environment.

REQUIREMENTS:

- Bachelor's Degree – Human Resources or Business Management
- 1-2 years of HR experience preferred
- Strong communication skills, both verbal and written
- HR certifications and qualifications are preferred

CORE RESPONSIBILITIES:

- Perform day-to-day administrative HR tasks
- Assist with all human resource initiatives including recruitment, benefits, and employee relations.
- Coordinate employee onboarding logistics including paperwork, orientation, and benefits
- Collaborate with other members of the human resources department to facilitate new procedures and processes
- Maintain and foster company culture by helping plan employee events

ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, portfolio, cover letter and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

DIVISION-D RECRUITMENT TEAM

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