

Coordinator, People Capital



Overview

The People Capital Coordinator is responsible for performing People Capital duties on a professional level and works closely with the PC Managers and the PC Leadership team in supporting the Braves Organization. The People Capital Coordinator reports to the People Capital Manager/Business Partner.

Responsibilities

- Oversee a variety of People Capital administrative duties, including the I-9 verification process, employee onboarding and regulatory filings
- Maintain electronic employment records via Workday
- Produce and submit reports on general activity, including reports related to employee lifecycle.
- Assist in ad-hoc projects, like collection of employee feedback and annual performance reviews.
- Performs customer service functions by answering employee requests and questions.
- Recommends new approaches, policies and procedures to continually improve efficiency of the organization
- Assists with recruitment and benefits administration tasks, as needed

Qualifications

- Bachelor's Degree and/or relevant work experience
- One to three years of experience in Human Resources
- Strong proficiency with Microsoft Suite and Workday is preferred
- Ability to build strong stakeholder relationships through a dedicated focus on client service and delivery
- Clear and effective written and verbal communication skills
- Service orientated with a proactive and professional demeanor
- Must be able to perform successfully in a fast-paced, intellectually intense, service-oriented environment

Please note this is a temporary contract position with the ability to convert to full-time employment.

The Atlanta National League Baseball Club, LLC is an equal opportunity employer. A diverse workforce representing varied backgrounds, perspectives, and experiences is key to delivering on our business promise to our fans and the communities we serve. All qualified candidates are welcome to apply.



If you are disabled as defined by the Americans With Disabilities Act and require a reasonable accommodation in order to complete your online application, including making a change to the application process, please contact our Human Resources team at PeopleCapital@braves.com

Please note that the Atlanta Braves and all affiliated locations are currently operating under COVID-19 protocols, to include the mandatory use of a face covering by all persons while on property. Requests for reasonable accommodations should be directed to PeopleCapital@braves.com.