



AVANTI RESTAURANT SOLUTIONS IS HIRING AN HR COORDINATOR

Are you looking for a work environment where you can collaborate with other colleagues who are genuine and have a drive to succeed? Are you highly organized and do you find joy in crossing tasks off of your daily to do list? Do you enjoy connecting with people to ensure they can be successful in both their work day and their career? Are you intrinsically motivated to execute at a high level? If this resonates with you, please apply at Avanti Restaurant Solutions for the position of HR Coordinator.

Avanti Restaurant Solutions, a successful, privately held, \$40M company, is looking for an HR Coordinator to help support the HR Department with the overall employee experience from hiring to onboarding, retention, and beyond. In addition, the HR Coordinator will spend approximately 25% of their time supporting Avanti's CEO, ensuring his ability to reach the highest level of executive execution. Duties and responsibilities performed in service of the CEO are intended to support his productivity, both personally and professionally.

Please apply if you have all or most of the following skills:

- Self-motivated to perform consistently at a high level
- Highly organized with a great attention to detail
- Great verbal and written communication skills
- Outstanding time management skills
- Resourceful with an ability to problem solve independently
- Ability to maintain discretion and confidentiality
- Ability to multitask and be flexible
- An ability to work in a fast paced environment and create efficiencies along the way
- Fast learner who picks up on new processes, technology, etc quickly

Day to Day Responsibilities:

- Support HR Department in recruiting, hiring, and onboarding new employees.
- Connect and communicate with employees developing trusting relationships at all levels of the organization.
- Help maintain compliance through up to date employee files including resumes, offer letters, i9s, job descriptions, employee change forms, and more.
- Help manage the bi-annual employee review process, through ADP.
- Meet with CEO to identify tasks and establish daily and weekly priorities
- Manage CEO's calendar and coordinate meetings on his behalf
- Manage CEO's and his families travel and accommodation arrangements
- Plan and execute 4-6 company events annually by coordinating budgets, logistics, travel, accommodations, catering, and vendor services.
- Execute on both personal and professional projects for the CEO, as assigned by the head of the Human Resources Department

This is a full time non-exempt position.

Salary: \$40- \$50k (depending on experience)

Benefits offered: Medical, Dental, Vision, 401k, 401k match, PTO, and company sabbatical

Location: Costa Mesa, California

Please send resumes to Nicolette@AvantiCorporate.com or apply at AvantiCorporate.com under "Careers".