

HR Coordinator

Watch Our Team Introduction



<https://cdn.pipio.ai/gn/s/5cca/327c/e254/2be9/ed493cfdae4596db4d512dbaea70...>

Click to watch a personal intro from our team before you apply.

About Priority Groups

Hello, and thank you for looking into the HR Coordinator position at Priority Groups. Our HR team supports a fast-growing workforce across four business entities in New York and New Jersey. As an HR Coordinator, you'll support the full HR lifecycle — from onboarding new hires to tracking certifications, managing attendance records, supporting disciplinary processes, and ensuring compliance with employment law. You'll work closely with the HR Manager and directly interface with staff at all levels. Attention to detail is critical in this role, and so is discretion — you'll often be handling sensitive employee information. If you have HR experience in a healthcare or service-based organization and you're looking for a role where you can build real systems and make a real impact, apply today. ---

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The Role: HR Coordinator

Support HR operations across Priority Groups' workforce in NY and NJ.

What You'll Be Doing

- Coordinate new hire onboarding and documentation
- Track staff certifications, licenses, and training completion
- Maintain accurate HR records and employee files
- Support attendance tracking and leave management
- Assist with disciplinary documentation and HR investigations
- Ensure compliance with NY and NJ employment regulations

What We're Looking For

- 2+ years of HR experience
- Knowledge of NY employment law and HR compliance
- Proficiency with Google Workspace and HRIS systems
- Strong organizational skills and discretion
- Healthcare or service industry experience preferred

What We Offer

- ✓ Competitive salary
- ✓ Growth into HR Generalist or HR Manager role
- ✓ Multi-entity scope and variety

Ready to Apply?

Send your résumé to **automation@prioritygroups.org** or apply online at **prioritygroups.org/ats/**

Our recruitment team will be in touch within 1–2 business days.

· automation@prioritygroups.org · prioritygroups.org