Fulfive

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Human Resources Coordinator

Hiring organization
Fulfive

Employment Type
Full-time

Job Location
Los Angeles, Calfornia, USA

Date posted
October 15, 2026

APPLY NOW

Purpose & Principal Accountavbilities
We’re seeking a Human Resource (HR) Coordinator to provide administrative and operational support for Human Resources within a fast-paced ceremonies production environment. You’ll be responsible for maintaining employee records, processing personal transactions, supporting onboarding and offboarding activities, updating HR data for accuracy, tracking compliance documentation, coordinating employee communications, and assisting with payroll, benefits, and reporting.

As a key resource for employees and leaders, you’ll ensure HR processes are completed accurately, efficiency, and in compliacne with company policies and procedures. You’ll play a vital role in creating a positive employee experience and supporting the operational success of our distribution or retail teams.

If you’re a detail-oriented, organized, and people-focused professional who thrives in a fast-paced environment and values accuracy, service, and collaboration, this role is for you.

Essential Duties & Responsibilities

- Coordinate the recruitment process, including posting positions on job boards, sourcing candidates, reviewing resumes, and facilitating reference checks.
- Collaborate with Hiring Managers and other leadership to identify staffing needs, ensure alignment with organizational demands, and support workforce planning efforts.
- Ensure compliance with federal, state, local, and organizational policies during all stages of the recruitment cycle.
- Serve as a point-of-contact for new hires during the onboarding process, providing clear communications, timely updates, and personalized support to ensure a welcoming and professional candidate experience.
- Oversee the accuracy, compliance, and organization of all onboarding documentation and personnel records, ensuring adherence to legal standards and company policies while proactively identifying and resolving errors of discrepencies.
- Maintain the integrity of HR records and systems by ensuring personnel files are accurate, compliant, and up-to-date.
- Maintain an organized calendar, including pre-screenign candidates, recurring team meetings, and check-ins with the Administrative Director and leadership.
- Assist HR leadership by tracking compliance deadlilnes, preparing reports, and providing updates on onboarding, recruitment, training, and employee records.
- Foster positive relationships across the organization by serving as a resource for employees and managers, answering questions, proiding guidance, and reinforcing HR policies and procedures in a supporting and approachable manner.
- Perform other duties as assigned by the Administrative Direcctor to ensure the effectivements and continuous improement of HR operations.

Basic Requirements

- A bachelor's degree or equivalent – bachelor's degree in human resources, business administration, or related field preferred.
- Must be over 18 years of age
- Legally authorized to work in the United States
- 4+ years of relevant experience in human resources or a related field as an administrator or coordinator
- Proficiency in Microsoft 365 applications (Word, Excel, Outlook, PowerPoint, SharePoint) and online meeting platforms (Teams, Zoom, etc.)

Desired Characteristics

The position may work non-traditional hours operating in a dynamic, fast-paced environment. This requires an energetic, detail-oriented self-starter able to work independently or in a team. In addition, the ideal candidate possesses the following skills and is able to work in a drug-free environment and pass a chemical dependency drug test as required.

- Reliable and personable; enjoying working with a diverse range of individual and ensuring employee requirements and needs are met first
- Experience coordinating onboarding processes, managing full-cycle recruitment, or supporting Human Resources operations
- Excellent communications skills, both verbal and written, with the ability to build rapport and maintain professional relationships with candidates, employees, and managers
- Exceptional organizational skills and the ability to manage calendars, track multiple deadlines, and multitask with accuracy
- High attention to detail and commitment to compliance when reviewing documentation, personnel records, and system data
- Working knowledge of employment laws and reculations and the ability to apply them to daily HR practices
- Ability to handle sensitive and confidential information with discretion and integrity
- Problem-solving and critical-thinking skills to anticipate challenges, recommend solutions, and improve HR processes
- Commitment to full inclusion of all persons and disabilities in their community
- Commitment to integrated employment and supported living for all persons with disabilities
- Previous experience in the large-scale events and/or productoin industry

Additional Requirements

- Two professional references with email and phone number provided
- Willing and able to work in Los Angeles, California; including relocation if necessary
- Able to successfully complete a background check, if required.

Compensation

A competitive salary, incentive, and benefits package will be offered, commensurate with the role and the relevant experience of the final hire.

Salary range: $90,000.00 – $100,000.00 annually

Fulfive is an equal opportunity employer. We do not discriminate against applicants or employees because of their race, creed, color, age, religion, sex, disability, sexual orientation, marital status, military status, national origin or ancestry.