



HR Coordinator

Gotham Greens is seeking a Dynamic HR Coordinator to support our three NYC locations and assist in supporting our Chicago, IL employee demographic. This is a floating position that requires an individual to float amongst our 3 NYC Greenhouse locations (Greenpoint-Brooklyn, Gowanus-Brooklyn and Jamaica-Queens). The HR Coordinator assists in the administration of company-wide HR and payroll initiatives while being located at our NY facilities.

The model candidate will have at least 3 years' experience in HR and Payroll operations working for a mid-size organization (100-500+ EEs). This will be a great opportunity for a self-starter, proactive, analytical individual to work for a rapidly growing start-up environment with an amazing Company Culture. This individual must be capable of working under limited supervision, be comfortable taking public transportation and working remotely via various office locations. Our ideal candidate is passionate about sustainable agriculture and embraces Gotham Greens' core values and mission. Prior experience in the natural and organic food industry a plus but not required. This is an opportunity for a driven individual to assume a position at a rapidly growing, innovative, disruptive company in the 21st century food system. The position is based in New York with opportunities to transfer to other company locations in the future.

Responsibilities include, but are not limited to:

- Processing a multi-state weekly payroll for 150+ hourly/corporate employees.
 - Experience w/ ADP Workforce Now (ADP WFM EXPERIENCE A MUST) Additional experience generating payroll related reports, processing and administrating 401K and commuter benefits programs a plus!
- Full Life Cycle Recruiting, job positing, scheduling, interviewing, onboarding, etc.
- Responsible for running wage reports, overtime reports, and vacation payouts for all branch managers on a biweekly basis.
- Work closely with the Managers to ensure proper workflow of employee information for accurate payroll. Research payroll related issues when necessary.
- Respond to HR employment verification requests, wage garnishments, levy notices and other government documents and inquiries.
- Manage unemployment cases, workers compensation cases, etc.
- Ability to maintain confidentiality of all employee and company information.
- Experience addressing employee relations matters, disciplinary actions, terminations, etc.

Qualifications:

- Bachelor's Degree in HR, Organizational Development or other related field a must.
- 3 years' experience performing HR and payroll related functions.
- Detail oriented, with the up most discipline to meet deadlines.
- Advance skills working with ADP WFN software.
- Must be proficient in MS Excel and Adobe.
- Excellent leadership and communication skills (both verbal and written)
- Ability to interact with staff at all levels in a fast-paced environment
- Highly driven and able to learn quickly

ABOUT GOTHAM GREENS:

- Gotham Greens is a worldwide pioneer in the field of urban agriculture and a leading regional producer of hyper-local, premium-quality, greenhouse grown vegetables and herbs. Gotham Greens' pesticide-free produce is grown using ecologically sustainable methods in technologically-sophisticated, 100% clean energy powered, climate-controlled urban rooftop greenhouses. Gotham Greens provides its diverse retail, restaurant, and institutional customers with reliable, year-round, local supply of produce grown under the highest standards of food safety and environmental sustainability. The company has built and operates over 170,000 square feet of technologically advanced, urban rooftop greenhouses across 4 facilities in New York City and Chicago. Gotham Greens was founded in 2009 in Brooklyn, New York and is privately held.