

## HR / Immigration Coordinator

### Vaše náplň práce

The HR Coordinator supports the organization's U.S. immigration and core HR programs by providing case administration, compliance tracking, and employee support. This role partners with external immigration counsel and internal stakeholders to coordinate nonimmigrant visa processes, maintain required documentation, and ensure regulatory compliance. In addition, the HR Coordinator administers leave programs, supports onboarding and I-9 verification, and assists with relocation and reporting activities. The position requires strong organizational skills, attention to detail, and the ability to manage multiple compliance-driven processes in a fast-paced environment.

### HR Related Support:

- Responsible for the new hire onboarding process to include weekly new hire orientations, I-9 verification, organization of the new hire orientation materials and information.
- Support the relocation process for new hires including acting as a liaison between the employee and vendor, the vendor relationship and processing the invoice.
- Administer FMLA, state family/medical leave, military leave, personal leave, and company leave programs.
- Review leave requests and determine eligibility in accordance with federal, state, and company policies.
- Provide required notices, rights and responsibilities documentation, and designation notices within mandated timelines.
- Track leave usage, intermittent leave, and return-to-work dates.
- Maintain accurate leave records and case documentation.
- Process all HR related invoices including but not limited to: benefits, relocation, total rewards, immigration, etc.

### Immigration Related Support:

- Assist in the preparation and coordination of nonimmigrant visa petitions (e.g., H-1B) and other visa types as needed based on volume.
- Track case milestones, filing deadlines, expiration dates, and status updates.
- Ensure timely submission of documentation to external immigration counsel.
- Prepare and maintain Department of Labor Public Access Files (PAFs).
- Conduct the labor market test as part of the employment-based green card process, including reviewing and vetting resumes, contacting applicants, coordinating and scheduling interviews, liaising with outside counsel, and organizing supporting documentation for submission to the law firm.



ID pracovní pozice  
**REF94874U**

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Flexibilita práce  
**Hybridní práce**

Právnícká osoba  
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- Provide general process guidance (non-legal) related to nonimmigrant visa petitions (e.g., H-1B) to HR Business Partners, Talent Acquisition, and managers.
- Support communications related to visa expirations, extensions related to nonimmigrant visa petitions (e.g., H-1B).
- Lead and support training sessions on nonimmigrant visa processes, such as H-1B and other applicable classifications (as needed).
- Track invoices and assist with case-related billing coordination.
- Maintain immigration trackers and dashboards.
- Work with the Sr. Immigration Specialist on process improvements related to the immigration program.

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## Váš profil

### Basic:

- Bachelor's degree. In lieu of degree a HS Diploma and 5+ years of related professional experience is required
- Strong organizational skills, attention to detail, and the ability to manage multiple compliance-driven processes in a fast-paced environment
- MS Office experience
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening

### Preferred:

- Bachelor's degree with 2 years of related HR experience
- Prior employment based immigration support experience
- SAP experience
- Strong excel and reporting skills

## Co nabízíme

All your information will be kept confidential according to EEO guidelines.

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#### **O nás**

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