

Records Coordinator

Human Resources – Virginia Beach, VA

The Christian Broadcasting Network (CBN), an evangelical Christian ministry and humanitarian organization, is seeking a **Records Coordinator** to provide comprehensive records administration support, process and maintain employee information, and create analytical and statistical reports using the HRIS system and reporting tool. This position will also provide administrative support to HR Division.

CBN is home to over 1000 employees who contribute their skills and talents in a wide-variety of industry-specific roles and we are searching for a candidate who wants to use their work experience to fulfill CBN's mission and purpose!

The successful candidate will possess the following qualifications:

- 3+ years of experience providing Records and Administrative support within a mid to large-sized organization
- Excellent organizational and time management skills
- Strong proficiency in MS Office and experience running database reports
- Working knowledge of human resource practices and protocols
- Strong data entry skills with excellent attention to detail and accuracy
- Excellent oral, written, and interpersonal skills
- Ability to analyze problems, evaluate alternatives, and seek sound solutions
- Strong ability to quickly learn systems, processes, and procedures
- Critical thinker with ability to work with detail, strong analytical and math skills
- Ability to take initiative, prioritize tasks, and demonstrate follow through
- Ability to handle sensitive and confidential information appropriately
- Ability to adapt to frequent change and handle multiple tasks
- Ability to work independently and be an effective member of a small team
- Ability to work well under pressure and meet deadlines

Located in beautiful Virginia Beach, VA, CBN offers a professional and rewarding work environment, competitive salary and excellent benefits package. If you meet the listed qualifications, and are in agreement with CBN's mission and purpose, please submit an application online by visiting www.cbn.com. We are unable to give full consideration to resumes without applications.