

WORK VAPOR

Job Link: <https://workvapor.com/jobs/hr-coordinator-70k-85k-recruiting-and-payroll-232322/>

HIRING ORGANIZATION

Sharebite

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 09/11/2026

HR COORDINATOR – \$70K-\$85K – RECRUITING AND PAYROLL

BASE SALARY

USD 70000 - USD 85000

DESCRIPTION

HR Coordinator

Company: Sharebite

Work Mode: Remote

Employment Type: Part-time

Location: Remote (United States)

Salary: \$70,000 – \$85,000 per year

Benefits:

- Health insurance
- Equity
- Multiple health insurance options
- Other company benefits

Contact Details

Email: accessibility@sharebite.com

This email is for interview accommodation requests. It is not for submitting resumes.

About Sharebite

Sharebite is a food ordering platform for companies. Employees can order meals from local restaurants. The company also supports food insecurity through meal donations.

Sharebite is hiring an HR Coordinator. This position supports recruiting payroll onboarding and employee relations. You will work with a distributed workforce and support part-time Client Onsite Associates.

About the Position

This is a hands-on HR position. You will work on many HR tasks. The main focus is supporting high-volume hiring and hourly employees.

You will help employees get hired and onboarded. You will also support payroll and employee questions. The role reports to the Head of HR.

Recruiting and Screening

You will manage the screening process for high-volume positions. You will focus on part-time Client Onsite Associates.

- Source candidates.
- Screen candidates.
- Schedule interviews.
- Coordinate with hiring managers.
- Support a smooth candidate experience.
- Keep hiring activities on schedule.

Onboarding

You will manage the onboarding process from start to finish. You will help new employees get ready for their first day.

- Set up employee systems.
- Send new hire communications.
- Provide day-one support.
- Make sure employees have the right tools.
- Help new hires understand their next steps.

Time Tracking and Payroll

You will support weekly or semi-monthly payroll. You will follow company procedures and checklists.

- Review employee timesheets.
- Check timesheet accuracy.
- Reconcile missing entries.
- Flag payroll discrepancies.
- Process payroll steps.
- Maintain time-tracking records.
- Complete payroll submissions on time.
- Escalate unusual payroll issues.

Learning and Development

You will help coordinate training programs. You will work with the Head of HR.

- Schedule training sessions.
- Prepare training materials.
- Support learning programs.
- Help manage training logistics.

Employee Relations and HR Support

You will be a main HR contact for Client Onsite Associates. You will answer employee questions and help resolve issues.

- Respond to employee questions.
- Support HR administration.
- Help with policy support.
- Escalate employee issues.
- Maintain confidential information.
- Support other HR projects.

Required Qualifications

You should have 2 to 4 years of experience in HR recruiting or people operations. You should be comfortable working in a fast-paced environment.

You should have strong organizational skills. You should also be able to manage several tasks at once.

- Strong communication skills.
- Good written communication.
- Good verbal communication.
- Professional maturity.
- Strong attention to detail.
- Ability to handle confidential matters.
- Ability to work with hourly employees.
- Team player attitude.
- Willingness to take initiative.

Preferred Qualifications

- Experience in a high-growth company.
- Experience with HRIS platforms.
- BambooHR experience.
- Experience with payroll systems.
- Sequoia experience.
- PrismHR experience.
- Knowledge of payroll tax basics.
- Knowledge of wage and hour laws.
- Benefits compliance knowledge.
- Experience with distributed teams.
- Experience with multi-site workforces.
- Applicant tracking system experience.
- High-volume recruiting experience.
- Training coordination experience.
- Learning and development experience.

Skills

- Human Resources
- Recruiting
- Employee Screening
- Interview Coordination
- Onboarding
- Payroll Support
- Time Tracking
- HRIS
- Employee Relations
- HR Administration
- Confidentiality
- Training Coordination
- Learning and Development
- Communication
- Organization
- Time Management
- Problem Solving
- Attention to Detail
- Compliance Support
- Teamwork

Work Environment

This is a remote position. The role supports a distributed workforce across multiple locations.

You will work with hourly and non-exempt employees. You should be comfortable managing high-volume HR tasks.

Compensation

The base salary is \$70,000 to \$85,000 per year. Actual compensation may vary based on experience skills and location.

The company also offers equity and other benefits. Benefits may vary based on eligibility.

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