

STARRY, Inc.
Position Description
Business Administration Coordinator

POSITION ASSIGNMENT

- **Position Title:** Business Administration Coordinator
- **Company:** STARRY
- **Status:** Full-time; Non-exempt
- **Department:** Operations
- **Reports To:** Senior Director of Business Administration
- **Location:** Remote; some travel within Central Texas

STARRY Vision: We envision a Texas where every child has a healthy, forever family.

STARRY Mission: We nurture children, strengthen families, and restore hope through counseling, fatherhood, and family preservation services.

STARRY Core Values

S Service	World-class service is our passion.
T Together	We are stronger together.
A Access	Everyone is welcome here.
R Responsibility	Shared ownership produces successful outcomes
R Relationships	Healing happens when people feel safe, secure and loved.
Y You	Our clients, community, stakeholders and staff are our priority.

Position Summary

The Business Administration Coordinator provides essential administrative, operational, and human resources support to the Senior Director of Business Administration within the Operations & Philanthropy department. This role encompasses a wide range of responsibilities, including HR generalist duties, administrative support, contract management assistance, operational support, payroll backup, and billing backup. The coordinator ensures the smooth and efficient operation of administrative functions, contributing to STARRY's overall mission and strategic goals.

KEY RESPONSIBILITIES

Human Resources Support

- Assist in the recruiting sourcing by posting job openings, screening and interviewing, as well as communication with STARRY job candidates.
- Maintain job descriptions and collaborate with hiring managers to fulfill staffing needs.
- Support the onboarding process including conducting background checks, new hire paperwork, and facilitating new hire orientation.
- Maintain accurate and up-to-date employee records, including personal information, contracts, performance reviews, and disciplinary actions.
- Assist with benefits administration and employee inquiries.
- Support the performance review process to align with business goals and employee development.

Payroll & Billing Backup

- Prepare and assist in processing full-cycle payroll, ensuring accuracy and compliance, as well as all recordkeeping.
- Support the Operations Support Specialist with contract billing processes and resolving billing inquiries related to payroll and benefits.

Administrative Support

- Organize and maintain Microsoft SharePoint files and documents to ensure easy access and efficient workflow.
- Schedule and coordinate meetings, appointments, and travel arrangements for the Executive and Operations team as needed.
- Manage incoming mail from the Post Office box located in Georgetown, Texas.
- Process bank deposits and maintain accurate records for all deposits.
- Oversee the office supply and janitorial orders for all office locations.

Operations Support

- Support vendor management, including reviewing contracts and maintaining strong relationships with service providers.
- Oversee inventory and procurement of office related supplies to support business operations.
- Assist with the implementation of operational policies and procedures.
- Support the department with other projects as assigned.

KEY REQUIREMENTS

Qualifications

- Associate or bachelor's degree in business administration, Human Resources or a related field.
- 3+ years of progressive admin experience

Knowledge & Skills

- Proficiency in HRIS/payroll systems and Microsoft Office Suite.
- Excellent communication and interpersonal skills with a high level of professionalism.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong problem-solving skills and attention to detail.
- Proven experience in administrative support, human resources, or operations.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail and accuracy.