

Job Posting Analysis:

Employee Relations & Administration Coordinator

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Abstract

This paper will go over and outline job requirements for an Employee Relations & Administration Coordinator at Morningside House Senior Living. This paper will go over the four major aspects of the job, recruitment, employee appreciation, administration, and human resources. This paper will go into detail on both hard and soft skill that are needed in order to be successful in this position and this carrier. This paper will also outline the company culture and the skill that I currently have that can be transferred to a new company. Analyzing a job posting can be an important tool for any application process.

When searching for a job it is important to take a close look at the job listing and look at other job listing to see if that position and job would be a good fit and how to best apply for the position. For the job analysis I wanted to pick a job and a career that I would like to apply for. Currently, I am a general manager at a steakhouse, but I am looking to branch out from the restaurant business into something else. I am majoring in leadership and throughout my classes I discovered that I am interested in the HR side of things. With the skills that I have learned from my time being a manager and the skills that I have picked up in my classes I think that I have a strong foundation for HR work. By analyzing a job posting, I will give myself a better understanding of what skills employers are looking for, and what I need to do to increase my resume. This paper will go in-depth into a job posting for an Employee Relations and Administration Coordinator at Morningside House Senior Living. I will go over the job description, the skills needed, and the company to get the best understanding of the job.

The job that I decided to analyze was for an Employee Relations and Administration Coordinator (Morningside House Senior Living, 2025). I found this job through indeed.com while searching for an HR job in my area. There is no specific level or rank that is mentioned other than coordinator. According to the job listing, there are five main sections to the job, Human Resources, Recruitment, Employee Appreciation, and Administration. Each of these job categories are split up into different sections of the ad with each having a specific set of job descriptions under each. I think that makes the job description easier to read and it also make the skills needed easier to find. By splitting the sections up the applicants can truly see if they are qualified or not.

While looking for a job it is important to look at the job description to determine if your skills match what they are looking for. While looking at skills there are two main types of skills, hard skills and soft skills. Hard skills are specific skills that are required to do a specific job, like computer programming, and soft skills are more fluid skills that can be required for many things like time management, or communication skills (LearnFree, 2016). Soft skills are not usually mentioned specifically in job listings, but by reading and interpreting you can match soft skill with specific job requirements. In the next section I will breakdown the areas of the job and look at both hard skills needed and soft skills.

The first job description is for Human Resources. There are many qualifications listed under this section, but it mainly focuses on different requirements with payroll, training of employees, investigation into employee's issues and concerns, and other office tasks. In this section most of the job requirements require hard skills as opposed to soft skills. Hard skills required for this area include running and working with payroll, knowledge about different worker's rights and compensation, and knowledge of training and recruitment guidelines. The next section of the job application is recruitment. This section is more straightforward with the job description going over the responsibilities of finding and hiring employees. This section requires more soft skills to be successful. It requires a lot of time management to be able to work in a proper timeframe to get hiring done. For example, the job description states that applicants need to be able to "Proactively and expeditiously fill open positions" (Morningside, 2025). This would require time management to determine the best time to start hiring and to make sure that you are not neglecting other duties during that time. This section also requires a lot of interpersonal

skills to have successful interviews and to be able to communicate well with applicants. Applicants also need to have strong instincts to be able to find the best candidates and to know who the best fit for the company will be. The next section of the job is employee appreciation. This area of the job focuses on working with fellow employees to make a fun and rewarding work environment. This requires soft skill of creativity and communication to come up with fun ways to engage and encourage staff. A specific job duty that would go with this skill is “Creating and overseeing unique employee retention and appreciation events and programs” (Morningside, 2025). The last part of the job description goes over administration. This section requires different office skill and would require similar hard skills that the HR section requires. This section requires for specific training in systems and administrative duties.

While looking for jobs, one major factor that should be looked at is the potential for growth. Being able to move up with a company is something to be considered when looking for a job. While looking at the job posting, it seems like there are ample opportunities for growth. One reason for thinking this is that it is a position that does not require much experience. The position requires an associate’s degree or two years of equivalent training or experience. This leads me to believe that this job is more entry level into the company. Also, another insight on growth is the compensation. A lot of the compensation listed has year one compensation and then addition for more years. This leads me to believe that there is potential for more increases and larger positions in the company. Company growth is something that is very important to me. I want to be able to learn and continue with one company. The current company I am in I have been with for over five years and have gained

an appreciation for growth and other values. I also know that HR jobs are increasing in value. Companies are starting to put more stock in employees and HR, and administrative representatives help to keep employees motivated and happy.

Another part of finding a job, and possibly one of the most important, is if you would be a good fit for the company, the position, and the culture. While I do not have any specific experience as an HR or administrative employee, I have ample experience working in leadership and similar positions. Culture of a company can be something that is difficult to tell from a job add. There are a few clues though that can help to shed some light on the culture and work experience. According to the job posting, Morningside House Senior Living is a women-owned and operated Senior living management companies in the nation (2025). This shows that they value women's contributions and shows that they have some gender diversity which is important. Also, with them displaying that fact close to the top of the add shows that is something that they are proud of and value. This is something that is important to me as someone who is currently one of two women managers in my current company. Women in management is something that is not always represented well but is important. Another insight into the company culture is this job itself. The fact that they are hiring someone specifically for employee relations show that they value their employees enough to put ample money into better the work experience for everyone.

Through my time as a manager, I have picked up the hard skills needed, like working with payroll and hiring. I have also gained a lot of soft skills needed. While working in restaurants you work with many different groups of people, and it prepared you to be able to handle different situation that come up. This will be useful to "Assist with investigations

into employee complaints and conflicts, ensuring fair and thorough examination of facts and circumstances” (Morningside, 2025). This is something that I have maybe not done in this exact setting but have had a lot of practice within other settings. Also, while working shifts, I strive to make sure that employees are treated fairly and that we have a fun working environment. Coming up with fun games to play during the shift to encourage sales or organizing company appreciations is something that can transfer over and shows creativity as a soft skill that is needed to succeed in this new role.

Overall, this job looks like something that would be a strong fit for me and a good entry into a different area of the workforce that I have not been apart of. Breaking down a job application is a good way to get a head start on applying for the job. I can now go into the application process having as much knowledge as possible to be able to have a strong interview and hopefully lead to a job. Even if this job is not one that I decide to apply to, it will still help to know what to look for in future job applications.

References

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