

Human Resources Assistant, Madonna Rehabilitation Hospital

Location: Lincoln, Nebraska

Madonna is looking for a customer service focused and enthusiastic individual to join our Human Resources team. This person will be responsible for providing administrative support for the Workforce Management System and Human Resources in addition to providing clerical and technical support for staff, customers and applicants. This individual will be the first point of contact in HR receiving all incoming calls, greets and screens applicants and provides excellent customer service for employees and all customers. Will provide support in the areas of recruitment, benefits, preparation of reports, monitoring employment posting regulations, data entry, filing, recording meeting minutes, ordering office supplies and various projects.

Ideal candidate will have basic knowledge of I-9, E-Verify regulations and employment laws in order to ensure regulatory compliance. High school equivalency with one years' post-high school education and two years related work experience (preferably in Human Resources) required. Additional relevant work experience would be considered in lieu of formal post-high school education. Must have experience and excellent skills with computer software, preferably Microsoft Office Products (i.e., Word, Excel, Access, Outlook, and Power Point etc.) and office machines. Come be a part of our team, Madonna employees are changing lives!