**Human Resources Assistant**

Are you interested in joining a team of hard-working, enthusiastic, and ambitious individuals? This is an excellent setting for someone interested in a career in Human Resources while making a difference in the lives of others.

At Charon Shared Services, our dynamic team provides service to 600 healthcare professionals across multiple locations including Lincoln Surgical Hospital, Nebraska Surgery Center, Sutton Dermatology + Aesthetics, and Eye Surgical Associates.

We are looking for a Human Resources Assistant to join our team!

**Hours:** Full time, 8:00 am - 5:00 pm, Monday - Friday.

**Responsibilities include but not limited to:**

* Supports and provides assistance in the recruitment, interviewing and pre-employment efforts of the human resources team.
* Assists with the new employee orientation process by facilitating new hire paperwork and compiling orientation materials.
* Assists the Benefits Administrator with collecting and processing required documents.
* Establishes, updates, and maintains a variety of human resource files in accordance with established procedures, files documents in a timely manner and retrieves information as requested.
* Performs administrative support functions including preparing documents, filing, photocopying, processing departmental mail, data entry, ordering supplies, etc.
* Reviews and processes invoices for purchases on departmental credit card. Ensures accuracy of invoice amounts and timeliness of processing.
* Coordinates schedules and organizes activities such as meetings, conferences and department activities. Prepares meeting materials and compiles agendas.
* Run data reports on a monthly basis or as requested.
* Acts as a liaison with other departments, all entities and outside agencies, providing appropriate information.
* Maintains confidential information according to established procedures.

**Requirements:**

* Bachelors’ degree in human resources or a related field is preferred or an equivalent level of education and experience.
* Experience in human resources is preferred.
* Computer proficiency including Microsoft Word and Excel.
* Excellent interpersonal and communication skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Attention to detail and excellent organizational and time management skills.

**To Apply: Please visit** [**www.lincolnsurgery.com/careers**](http://www.lincolnsurgery.com/careers)**.**