



Human Resources Assistant

WHAT WILL YOUR WORKDAY LOOK LIKE?

Under general direction of the Talent Acquisition Manager and Employee Experience Director, the HR Administrative Assistant will serve as the first point of contact for internal and external customers, assisting with general inquiries and offering assistance via phone, email and in person support. The HR Assistant will also spend a majority of time during the day assisting in coordination with the Talent Acquisition team, Hiring Managers and new employees with the new employee onboarding process to ensure a successful on-boarding takes place.

HOW WILL YOU QUALIFY?

- High School diploma or equivalency with a minimum of two (2) years' experience in a office specialist role required; human resources support role preferred
- OR
- Associates degree in Human Resources or related field of study preferred

WHO WILL YOU TALK TO DAILY?

You will have routine contact with the all levels of employees including new employees to our Bryan Health team, in addition to a variety of individuals who may call with general questions or assistance needed.

WHAT KEY ATTRIBUTES ARE WE SEEKING?

- An individual who "cares like crazy". In all tasks and interactions, we are seeking a team member that brings a genuine, thoughtful approach and passion for detail orientation and customer service.
- Excellent computer skills with strong proficiency in Microsoft Office Group (especially Microsoft Outlook, Excel, PowerPoint and Word)
- Prior experience with an Applicant Tracking System (ATS)
- Excellent communication skills (written and verbal) required

WHAT ARE YOU GOING TO DO WITH YOUR TIME (not all inclusive)?

- Work with Human Resources, Education, Employee Health and Wellness, Benefits and departmental representatives to coordinate the new employee onboarding process for all new employees
- Coordinate logistics and provide initial information for new employees including orientation, parking, pre-employment health and drug screen, new hire paperwork.
- Offer exceptional customer services through support of internal and external inquiries and requests related to the Human Resources Department.
- Process human resources requests such as ID badges, updates to personnel documentation, etc.
- Enter, modify, update and correct data contained to ensure systems and processes are reliable.
- Work collaboratively with Talent Acquisition, HR Business Partners, Talent Management, Education/Training and Benefits teams to respond to inquiries and create solutions that address current and future needs.
- Maintain department files and forms (electronic and hard copy) as requested.
- Perform special projects as assigned.

GREAT PERKS FOR YOU!

• Attractive Compensation Package • Retirement Savings Account 401(k) with match • Paid Time Off with Cash Out Option • Generous Health Benefits Package including medical, dental and vision • Pre-Tax Savings Plan • Short Term Disability • Long Term Disability • Employee Wellness Program, Plus so Much More!