

Human Resources Coordinator

Are you passionate about the Human Resources field and helping others? Do you enjoy recruiting and onboarding the best talent for your organization?

We are looking for a Human Resources Coordinator to join our team of dedicated Human Resource professionals.

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 human resources service to over 600 healthcare professionals across multiple locations including Lincoln Surgical Hospital, Nebraska Surgery Center, Sutton Dermatology + Aesthetics, and Eye Surgical Associates.

Hours: Full time, Monday - Friday.

This position will be responsible for the administration of the Wellness program, the coordination and implementation of New Employee Orientation as well as recruitment, selection and onboarding of new employees. You will be responsible for researching, developing and implementing effective recruitment and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

Job responsibilities include but are not limited to:

- Coordination and implementation of New Employee Orientation for all entities which includes preparation, providing a welcoming environment for new employees, ensuring all information is up to date, preparing the agenda, working with presenters to make changes to content and obtaining employee documents to ensure compliance with regulations.
- Develop, facilitate, and implement all phases of the recruitment process to include, identifying and implementing effective recruitment methods and strategies, writing job advertisements, screening applications, interviewing and onboarding new employees.
- Responsible for administrative functions of the Wellness program to include recommending plan requirements, coordinating with online program vendor, providing employee education and promoting participation, enrolling employees and tracking progress.
- Complete special projects as assigned, increasing experience and knowledge in various Human Resource functions.
- Ensure all new hire paperwork and data required for government reporting, such as State of NE new hire reports, EEO1, I-9, etc. are complete, accurate, and filed on schedule.
- Ensure adherence with state and federal employment laws during all phases of recruitment, selection and employment.

- Provide enthusiastic and professional customer service to both internal and external customers.
- Consistently improve work procedures and methods to increase effectiveness and efficiency in the organization.

Requirements:

- Bachelors degree in Human Resources or related field, or equivalent work experience required.
- PHR, SPHR, SHRM-CP, SHRM-SCP or related certification desired.
- Computer proficiency including Microsoft Office Suite and skill working within an HRIS, including applicant tracking.
- Excellent interpersonal and communication skills along with the ability to provide top-notch customer service.
- Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Ability to effectively organize and prioritize responsibilities.

We can offer you a competitive benefits package to include:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401k with a company match
- Paid time off
- Tuition Reimbursement
- Health Savings Accounts with employer contribution
- Flexible Spending Accounts
- Short and Long Term Disability
- Accident, Critical Illness, and Hospital Indemnity insurance
- 24/7 Wellness Center

To apply: Please visit lincolnsurgery.com/careers to complete an application.

Contact Information:

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