

Human Resource Coordinator

SpringBrook Behavioral Health, located in Travelers Rest, SC is growing and seeking a Human Resource Coordinator to join our team.

What You Will Be Doing

You will support the HR department by performing a wide variety of tasks. In this position, your primary duty will be to strengthen the HR Department from an administrative view with a focus on employee onboarding, and updating and maintaining employee records and documentation. Assisting employees with general questions and . Other administrative functions as assigned by the Director of Human Resources.

What We Need From You

- Must possess a minimum, high school diploma, Associates Degree would be a plus and 1-2 years as an HR Coordinator or other relevant role. Working knowledge of Microsoft Suite and ADP would be a plus.
- Effective teamwork and interpersonal skills required
- Strong communication and organizational skills required
- Ability to work in a fast paced multi-tasked environment required

SpringBrook Behavioral Health offers a competitive salary and benefits package. Qualified applicants please send resume to April.perkins@springbrookbhs.com