

SpringBrook Behavioral Health is Seeking a Human Resources Coordinator

Responsible for all aspects of the employment process to include:

- Responsible for posting jobs on the recruitment websites and other recruiting avenues.
- Monitors all job posting sites to ensure they only have active job postings.
- Checks the recruitment sites for applications and resumes that have been submitted.
- Reviews applications for related experience, qualifications, and history, etc. prior to forwarding the application/resume to the manager for review. Conducts phone screenings.
- Coordinates new hire orientations for paperwork completion.
- Sets up interviews with HR Director and/or Department Managers.
- Process new hire paperwork to include I-9 completion and verifying documentation for I-9.
- Communicates policies that are part of new hire orientation.
- Assists employees with onboarding issues, passwords and other-related issues.
- Assists with the maintenance of all employee personnel files. Conducts periodic file audits to ensure all files are complete and updated, and all paperwork requiring signatures is signed and dated.
- Maintains organized binders to include I-9 binders, Conducts periodic audits on I-9 binders.
- Always represents the Human Resources department in a professional manner.
- Demonstrates a willingness to become familiar with other HR-management matters such as FMLA, Worker Compensation, and other hospital policies and procedures to assist in effective communication to our associates as needed.
- Attention to detail is a must.

Experience/Education

College degree required and at least 3 years of HR experience is required. Strong interpersonal skills and communication skills are required.

Computer Skills

Proficiency with Microsoft Office Suite is required. ADP Workforce Now experience would be a plus.

Salary

\$45,000 to \$50,000

To Apply

Send resume to april.perkins@springbrookbhs.com