

JOB POSTING

Position Title: Human Resources Assistant
Reports To: Director of Human Resources
Position Opening: January 1, 2018

The Company:

Hillsdale Hospital, located in Hillsdale Michigan, is seeking a Human Resources Assistant to serve their organization. Hillsdale Hospital is a non-for-profit, acute care hospital that provides a full continuum of skilled nursing and rehabilitation services. Hillsdale Hospital is dedicated to providing high quality healthcare services with a team of skilled professionals using advanced technology and state of the art equipment to serve the residents in Hillsdale County and the surrounding areas.

Position Requirement:

The candidate must possess a High School diploma or equivalent; a Bachelor's Degree in Human Resources or a related field is a preferred. Prior experience in Human Resources is desired. Qualified candidates should possess a working knowledge of personal computer equipment. Proficiency in Microsoft Word, Microsoft Excel, PowerPoint and Internet use is required.

Position Responsibilities:

The successful candidate should serve as the "face" of the Human Resources Department. Handle employee and applicant transactions associated with the pre, current, and post employment relationship and requests. Performs administrative and clerical duties central to the Human Resources Department operations and serves as the receptionist for the Hillsdale Hospital Annex.

- Responsible for aspects of the hiring process, including job postings, screening, referencing checks and corresponding with job applicants.
- Maintain personnel files, update files to document personnel actions, and provide information for payroll use.
- Administers FMLA leaves, processes required documentation and tracking for medical record of employee work ability.
- Tracks and notifies Managers of performance appraisal due dates.
- Drafts Human Resource Notices for employee communication.
- Must be committed to Service Excellence and embrace Vision, Mission, Values and culture of Hillsdale Hospital.
- Excellent interpersonal skills including the ability to communicate effectively, and maintain strict confidentiality.
- Must be flexible, dependable, responsible and a team player with favorable attendance record.

**Interested applicants are encouraged to apply on-line at
www.hillsdalehospital.com by February 1, 2018.**