



RESPONSIBILITIES/DUTIES:

- Assist Hiring Managers with the creation of job descriptions
- Conduct intake session with all Hiring Managers
- Source candidates for all open positions
- Post job openings with approved job descriptions on Indeed, NOMAD and CAHN website
- Schedule job interviews and assist in the interview process
- Extend job offers to selected candidates and ensure background checks, drug screens and reference checks are completed
- Prepare orientation packets for all new hires
- Lead Orientation Process and coordinate new hire start dates with Hiring Manager to ensure a smooth transition into the organization
- Maintain current HR files and databases to ensure all employee files are current and up to date

MINIMUM REQUIREMENTS:

- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR Team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Must be able to keep all HR matter confidential; Confidentiality is key in the day to day functions of this office
- Bachelor Degree in Human Resources Management, Business or Finance is preferred
- ADP Experience strongly preferred
- At least two years of HR Experience; recruiting experience a plus
- Strong attention to detail
- Strong time management skills
- Strong organizational skills

[Click Here To Apply for Capital Area Health Network Job Openings](#)