

POSITION:	Human Resources Assistant	Job Posting A 456
DEPARTMENT/UNIT:	Human Resources	
DATE POSTED:	February 1, 2010	
DATE CLOSED:	Open until filled.	

Full-time Opportunity: The Sheridan Memorial Human Resources Assistant must have excellent communication and organizational skills. Must be willing to assist the Human Resources department regarding all human resource issues.

Essential Duties and Responsibilities

- ✓ Ability to enter and track information in the hospital's computer system.
- ✓ Must have the ability to multi-task and prioritize job duties.
- ✓ Ability to become proficient in the Data Entry System, i.e., entering and tracking applications, positions, benefits, etc.
- ✓ Must be detail oriented and able to work under time constraints.

Minimum Qualifications:

- ✓ High School graduate. Bachelor's degree in related field preferred.
- ✓ Human Resources experience, preferably in a health care setting.
- ✓ Must be comfortable working independently.
- ✓ Must have Excellent Customer Service skills.

Drug free Workplace. Drug test required.