



Experts in Orthopedic Care

## HR Support Specialist

### POSITION SUMMARY

Under the general guidance of the HR Supervisor, this position is responsible for assisting with staffing, recruiting and other functions related to the hiring and separation processes for all Company employees.

### ESSENTIAL FUNCTIONS

- Scan all HR documents as requested in Questys digital filing system.
- Lead responsibility for reference checks and/or employment verification and completion of related documents.
- Assist with background screening orders, drug screening registrations, OIG fraud checks, Streamline Verify database updates, Federal I-9 verification through E-Verify, and use of related portals/websites as needed & directed.
- Maintenance of employee parking lot spreadsheet; assigning users and updating as needed to keep current.
- Maintain & update security software for all locations; maintain spreadsheet of authorized users & card numbers. Update doors at Capital Medical location as needed.
- Assist with preparation of materials for on-boarding (e.g., on-boarding bags & folders, etc.).
- Track inventory of onboarding supplies to ensure availability when needed.
- Copy new hire documents, handouts, benefit information, etc. as requested.
- Maintain accurate personnel records and documents by way of scanning new hire documents.
- Upload receipts for job postings, reference checks, etc. into Certify software for payment.
- Assist the CEO, as directed, in various duties to include: the management of schedules; coordination of meetings, conferences, & travel arrangements. Assists with taking minutes in meetings as requested.
- Special projects as assigned.
- Provide additional support, as needed, to the HR Director and department.
- Perform other responsibilities associated with this position as deemed appropriate.

### GENERAL COMPETENCIES DESIRED

- Strong interpersonal skills with the ability to establish and maintain cooperative working relationships with managers, supervisors, physicians & providers, and all other team members.
- Strong oral and written communication skills.
- Strong organizational skills and the ability to prioritize and complete tasks within the necessary timeframe to meet deadlines.
- Ability to maintain confidentiality.

### PHYSICAL DEMANDS

Requires prolonged sitting and frequent bending, stooping or stretching. Requires eye-hand coordination and manual dexterity necessary for operation of basic office equipment such as a keyboard, calculator, telephone and copier. Requires hearing and eyesight in normal acuity range. Working in office environment. Requires ability to work under stressful conditions.

### CREDENTIALS DESIRED

Must have a high school diploma or equivalent education and at least one (1) year administrative/office work experience.