



Experts in Orthopedic Care

**HUMAN RESOURCES SUPPORT SPECIALIST I
(PART-TIME; IN OFFICE)**

POSITION SUMMARY

Under the general guidance of the HR Supervisor, responsible for assisting in the staffing recruiting functions and maintenance of hiring processes.

ESSENTIAL FUNCTIONS

- Scan all HR documents as requested in Questys digital filing system.
- Copy new hire documents, interview documents, etc. as requested for interviews, orientation, etc.
- Assist with background screenings, drug screening registration, reference checks and/or employment verifications.
- Assist with new hire on-boarding to include: timeclock procedures, keypad procedures, photography, and the preparation of on-boarding materials (e.g., on-boarding bags & folders, etc.).
- Maintain accurate personnel records and documents by way of scanning new hire documents.
- Update security code door panels for all locations.
- Upload receipts for job postings, reference checks, etc. into Certify software for payment.
- Assist in maintaining AHCA records, spreadsheet of renewals, and items necessary to ensure compliance.
- 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 and employees
- 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.