



Talent Integration Assistant (N/A)

Job Description

Exempt: No

Safety Sensitive: No

Department: Human Resources

Reports To: Talent Integration Manager

Location: Flagstaff

Grade: N/A

GENERAL DESCRIPTION OF POSITION

The Human Resources Assistant works closely with the Recruiting and Retention Team and plays a crucial role in the provider recruitment and retention initiatives. This is an entry-level position and duties include primarily administrative and data collection tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with the Loan Repayment Reporting requirements for state, federal, and NCHC loan repayment programs.
2. Assemble and send appreciation gifts for Providers and assist with retention efforts.
3. Review and code relevant invoices to the recruit/retention process.
4. Assist with the monitoring and updating of online website presence/ take photos of clinics and events and post on social media such as on company page on LinkedIn.
5. Provide world-class customer service to candidates, their families, and coworkers.
6. Assist with site visits and live/virtual conferences for Providers with Recruiters, Executive Administrative Assistant, CMO's, and DCMOs.
7. Approve and track Coverage provider timesheet.
8. Give Regional Conference Support onsite/ zoom.
9. Assist with the monitoring and updating of online website presence.
10. Help prepare and circulate employment agreements and other relevant documents.
11. Assist Provider candidates with the reimbursement of eligible expenses.
12. Assist with Provider candidate e-mails - monthly updates.

- Regular and predictable attendance.
- Continuous learning in both personal and professional development.
- Consistent review, comprehension and reply of company email and related correspondence.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Four year college degree, or equivalent experience resulting in broad knowledge of a field related to the job, such as accounting, marketing, business administration, agriculture etc, plus 3 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Funds, Property & Equipment Responsibility:5000

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Supervises 0 non-supervisory employee(s). Departments supervised by this position include 0. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments

performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

None.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Professional human resource certification (PHR) or other HR Recognized Certification.

Society of Human Resource Managers membership (SHRM).

Northern Arizona Human Resource Association membership (NAHRA).

SWPRA Membership

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Human Resources Systems, Payroll Systems, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Presentation/PowerPoint

ADDITIONAL SOFTWARE SKILLS

HR Systems = iSolved Hire and iSolved

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to sit, use hands to finger, handle, or feel, talk or hear; *frequently* required to stand, walk, reach with hands and arms; and

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Typing skills, computer skills, and knowledge of the company's policies and procedures. Strong computer knowledge, interpersonal, and oral communication skills. Ensure written documentation is thorough and understandable. Understanding and ability to keep personnel and payroll information confidential. Hospitality, data analytics

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2020-11-15 07:35:16