



Hope Orthopedics seeks a human resources generalist to join our team.

Our patients walk through the doors with great expectations... and hope. It will be your job to help us deliver it.

We seek an innovative HR professional to join a small HR team in a fast-paced environment where no day is exactly like another. Perform daily HR operations and provide general HR support to the more than 200 internal customers of Hope Orthopedics and Willamette Surgery Center.

As the first contact for incoming inquiries, this position requires a people-first approach, strives to provide our leadership and staff with the tools, resources and support they need to succeed in their roles, and promotes our companies by providing high level service to our external customers.

Job duties include the daily management of HR operations such as talent acquisition, recruitment, on-boarding, protected leaves, compensation, compliance, safety, clerical administration of paper and electronic HR-related records, and more as this position wears many hats. This position is full-time (40 hours) Monday through Friday, typically between the hours of 8am – 5pm.

Requirements:

- Bachelor's degree
- PHR or SHRM-CP certification
- Minimum four (4) years recent human resources experience
- At least two (2) years of customer service experience
- Preference given to prior healthcare experience
- Ability to pass background checks

Qualifications:

- Ability to accurately manage multiple tasks simultaneously, shift focus, and deliver excellent customer service
- Highly organized with exceptional attention to detail
- Accurate and timely follow-through
- Reliable self-starter, self-motivated, able to work independently
- Trustworthy and able to handle sensitive information in precise and confidential manner
- Excellent telephone and email etiquette

To Apply: This position requires an online application, resume, and a cover letter that demonstrates the Qualifications listed above. Complete the application and attach the corresponding documents by visiting <http://www.hopeorthopedics.com/careers>.

Could this be you?

The people of Hope Orthopedics are passionate about providing patient centered service excellence and delivering world class musculoskeletal care. Hope Orthopedics of Oregon is a full-service orthopedic practice devoted to the diagnosis and treatment of injuries and diseases of the musculoskeletal system. We provide general orthopedic and sports medicine care, as well as hand and physical therapy. Our primary goals are to improve the quality of life by returning our patients to their regular activities quickly. Located in the heart of wine country; Salem is the capital of Oregon centrally located from both the coast and the mountains, and offers a mild climate, great schools, affordable housing, and is home to *Willamette University*.

Our employees enjoy a competitive benefits package that includes medical, vision, dental, disability and retirement.