



Where Expertise and Compassion Meet

WE ARE SEEKING A HUMAN RESOURCES GENERALIST TO JOIN OUR TEAM.

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 220 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-and off-boarding, protected leaves, compensation, data analysis, worker's comp, clerical administration of paper and electronic HR records, assist with benefits, and more as this position wears many hats. This position is full-time (40 hours) Monday - Friday, typically between the hours of 8am - 5pm.

Requirements:

- Minimum four (4) years recent human resources experience including FMLA/OFLA and pay equity;
- Bachelor's degree OR additional years of HR experience;
- PHR or SHRM-CP certification desirable;
- Preference given to prior healthcare experience; and
- Ability to pass background checks.

Qualifications:

- Ability to manage multiple tasks simultaneously, shift focus, and deliver excellent customer service;
- Excel at building relationships with employees at all levels;
- Strong problem solving and decision making skills;
- Highly organized with exceptional attention to detail 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; and
- Excellent in-person, 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>.

Due to ongoing COVID precautions in Oregon, masks are currently required in healthcare facilities. This position is located in a separate, secure building where masks are optional.

Hope Orthopedics of Oregon is an Equal Opportunity Employer

Hope Orthopedics of Oregon | 1600 State Street, Salem, OR 97301 | hopeorthopedics.com