**Job Posting**

Organization: Jackson Hospital

Job Title: HR Coordinator

Job Location: Montgomery, Alabama

Contact Person: Becky Ellis

Contact Phone Number: 334-293-8936

Contact Person email: [Becky.Ellis@jackson.org](mailto:Becky.Ellis@jackson.org)

SCHEDULE: Full-Time; Monday - Friday; 8:00 a.m. - 4:30 p.m.

JOB SUMMARY:  
Serves as the initial department contact for employees, candidates, and visitors; assisting and/or directing them as needed while maintaining excellent communication and professionalism. Answers and screens telephone calls for the Human Resources Department, routing calls and accurately taking messages.   
  
Creates all personnel files for new hires. Supports the recruiting process through application review, phone screening, scheduling interviews and completing reference checks. Oversees new hire onboarding process to include application, new hire documentation, background and health screen completion. Assist with and/or facilitates new hire orientation. Ensures new hire compliance with all federal, state, and medical guidelines. Accurately maintains employee and applicant applications and resumes. Confirms that employment files are current, organized, contain complete information, and that proper documents are appropriately maintained.   
  
Processes tuition reimbursement, monthly OIG reports and checks for compliance issues. Supports the employee self-service process by providing instruction, direction, and HR system support. Provides answers and directions for employee benefits, compensation, payroll, training, leave administration, workers compensation, HR system, and employee relations questions and concerns.   
  
Active in supporting employee events to include service awards, birthday gifts, quarterly forums, recognition awards, holiday events, retiree events, and hospital week.  
  
Creates employee name badges, provides employment verifications, and may require typing correspondence, copying, filing, arranging interview appointments, reference checks and routing documents, and other duties as necessary. Assists and takes initiative in handling issues of a routine and non-routine nature and performs other duties as assigned.  
  
MINIMUM QUALIFICATIONS REQUIRED:  
High school diploma or equivalent; Exceptional customer service skills required. Previous Human Resources experience strongly preferred. Proficiency with personal computers and HR software a must. Ability to read, write, and follow instructions (oral and written). Demonstrated organizational skills (work flow and time management). Ability to communicate effectively with a variety of customer groups (i.e. Administration, management, employees, applicants, etc.). Ability to make mental mathematical calculations. Manual dexterity and visual acuity necessary to utilize the PC and calculator. Visual acuity also necessary for filing and proofing.

For Info Contact: Becky Ellis, HR Generalist  
(334) 293-8936  
[Becky.Ellis@jackson.org](mailto:Becky.Ellis@jackson.org)