

HUMAN RESOURCES SPECIALIST, HR SERVICE CENTER -

Inspira Health Network Bridgeton, NJ 08302

HUMAN RESOURCES SPECIALIST, HR SERVICE CENTER	
Department:	HUMAN RESOURCES.100.18371
Schedule:	Full-time (A1)
Shift:	Day shift
Hours:	40
Weekend/Holiday/On Call:	no
Job Details:	<p>High school diploma or equivalent is required</p> <p>MAJOR FUNCTION: Responsible for providing customer service for all HR needs for Inspira Health Network. Answers phones, processes personnel actions, disciplines, evaluations, daycare applications and payments. Is responsible for primary sourcing of all required licenses. Has general understanding of policy and benefit offerings. Reviews data to ensure accuracy; creates ad hoc reports from HRIS system. Ensures necessary benefit information is sent to terminated employees including group life and supplemental life conversation information. May process internal tuition reimbursements and additional projects as assigned.</p> <p>QUALIFICATION:</p> <p>A. Education: Associates Degree in related field preferred.</p> <p>B. Experience: Two (2) to Four (4) years of experience in customer service. Strong computer skills and accurate data entry skills preferred. Possess excellent interpersonal, analytical, administrative and organizational skills. Ability to accurately perform in a high volume, variable workload, environment with frequent interruptions. Results oriented, works effectively and independently under general guidelines.</p>

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