



## **What is Aspirion?**

Aspirion Health Resources is an industry-leading provider of complex claims management services. We specialize in Motor Vehicle Accidents, Worker's Compensation, Veterans Administration and Tricare, Complex Denials, Out-of-State Medicaid, and Eligibility and Enrollment Services. Our employees work in an environment that is both challenging and rewarding. We ask a lot out of our team members and in return we offer flexibility, autonomy, and endless opportunities for advancement. As we are committed to growth within the complex claims industry, we offer the same growth to our employees.

## **What do we need?**

We are seeking an experienced HR Generalist for our growing healthcare revenue recovery company. Working within our HR Center of Excellence, the HR Generalist plays a leading role in making Aspirion a great place to work and supports the daily functions of the HR department for their group, including but not limited to: benefits administration, employee relations, training and talent development, FMLA/leave administration, total rewards, and employee events. This job is located in Columbus, GA and will require a portion of the work week in-office.

## **Duties and Responsibilities**

The following list reflects essential duties and responsibilities. This list is meant to provide an overview and is non-exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Consistently demonstrates Aspirion's values.
- Implement and administer human resources policies and promote positive employee relations for 300+ employees.
- Administers and communicates human resources programs, policies, and procedures to employees and responds to inquiries.
- Supports team and leaders in employment-related matters. Handles inquiries from applicants, employees, and supervisors.
- Serves as a coach to leaders in handling day-to-day and sensitive employee-related matters.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Executes new hire onboarding and orientation programs for assigned employee group.
- Administers employee rewards and recognition programs, including on-site employee events.
- Completes off-boarding processes for assigned employee group.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Serves a back-up for our Payroll Specialist.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

#### **Competencies:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Demonstrate ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

#### **Education and Experience Qualifications**

- Bachelors degree in Human Resources, Business Administration, or related field strongly preferred.
- 3-5 years of human resource management experience required. Payroll experience a plus.
- SHRM-CP or PHR a plus.

#### **Work Environment**

This job operates in a professional office/home office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool, as necessary.

#### **Position Type/Expected Hours of Work**



This is an exempt position, not eligible for overtime: Standard hours: Monday through Friday, typically 8:00 a.m. to 5 p.m., but from time to time may require additional hours to successfully perform essential and secondary responsibilities.

**Travel**

Minimal business-related travel is anticipated for this position

**AAP/EEO Statement**

Equal Opportunity Employer/Drug-Free Workplace: Aspirion is an Equal Employment Opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, pregnancy, religion, national origin, ancestry, medical condition, marital status, gender identity citizenship status, veteran status, disability or veteran status. Aspirion has a Drug-Free Workplace Policy in effect that is strictly adhered to.

**How to apply:**

<https://apply.workable.com/aspirion-health-resources/j/964564CC18/apply/>  
[www.aspirion.com](http://www.aspirion.com)