



Position Title: Human Resources Recruiter Full Time
Location: Columbus, GA/Phenix City, AL

Position Goal: Assists in the organizing of the Human Resources functions for Jack Hughston Memorial Hospital, which includes recruitment, onboarding, and orientation.

Position Responsibilities:

New Hires:

- Manages applicant-tracking software to include filtering through applications, scheduling, and conducting initial HR interviews for Hughston applicants.
- Calculates offers for selected candidates for approval by Director of HR.
- Manages on-boarding software to include sending new hire paperwork and reviewing forms submitted for errors and corrections.
- Sets up background, drug screening and health assessments for each new hire.
- Builds new hire files and follows up on paperwork.
- Communicates with management regarding new hire start date
- Schedules orientation/start dates with new hires.
- Conducts new hire orientation.
- Conducts Hughston Tours for all New Hires as needed.
- Enters New Hires into the DOL (depends on state) database.
- Enters All New Hires into E-verify within 3 days of start date or recertify rehires then files I-9.

Annually:

- Complete yearly AAP reports for Applicant Tracking and Employee Reporting.
- Assists in various HR Events as needed such as Benefits Fair, Hughston Day, Health Fair, etc...

Ongoing:

- Schedule and attend job fairs accordingly.
- Maintain recruitment log (in conjunction with AAP reporting)
- Post and remove jobs on Applicant Tracking Software, Department of Labor, and Veterans site.
- Manage job requisition folders by logging interviews and sending rejection notification to applicants not selected.
- Coordinates Hughston Hospitality Days by providing tours to selected groups/students etc. Coordinates tour with JHMH as needed.
- Attend at least (1) training class per quarter (as available).
- Complete employee name changes by updating the necessary systems and I-9 forms.
- Answers phone, email and fax requests in a timely manner.
- Assists HR Manager and HR Coordinator with ongoing projects or assignments as needed
- Supports HR policies and objectives for Hughston.
- Provides timely information to all levels of HR staff on issues as appropriate.
- Responsible for ensuring confidentiality of all HR matters.
- Complete supply orders when needed



Experience: Two (2) years of Human Resources experience preferred. One year of recruitment experience preferred.

Education: High School diploma or equivalent required. Higher education preferred.

Special Qualifications:

Required:

- Knowledge of Microsoft Office Products required.
- Must be able to work independently.
- Must be able to multi-task and strong attention to detail.
- Must have organizational and problem solving ability.
- Must have working knowledge of HR regulations affecting work in this position EEO, OFCCP-AAP, and DOL (Wage/Hour preferred).
- This position requires working under established deadlines and/or stressful situations.
- Must have excellent communication skills (oral and written).
- Must be able to demonstrate a high level of customer service at all times.
- Must be able to maintain confidentiality at all times.
- Must have a valid driver's license and a satisfactory Motor Vehicle Record (MVR)
- Travel required

To apply please go to: <https://hughston.com/about-us/careers/>

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