



St. Francis Hospital is currently seeking a **Full Time HR Assistant.**

Work location: 2200 Northern Blvd., East Hills NY

Hours: Monday – Friday 9am – 5pm

Summary: Provides operational and analytical support to the Human Resources Department. Completes special projects in the following areas: Employee Relations, Recruitment and other areas as assigned.

Answers phone calls, responds to questions on basic employee relation issues and direct calls to the appropriate HR representative as appropriate. Greets visitors and acts as first point of contact for general HR inquiries

Assist Business Partners with Leaves of Absence issues and mailings. Assist with comprehensive maintenance of employee files/records to include but not limited to; updating files with name changes, prepare files for review, conduct file audits, scan, index and retrieve files to/from electronic system as necessary.

Qualifications:

- Bachelors or Master's degree preferred. PHR or SHRM CP preferred.
- Strong customer service and Microsoft Excel skills required.
- 2 years HR experience preferred.

Please apply online at <https://jobs.chsli.org/job/east-hills/hr-asst/247/7348826>

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