

HRIS Coordinator

Full Time 8am-4pm & 9pm-5pm

Transcend Your Career to a Higher Level

Situated on the sunny south shore of western Long Island, minutes from Jones Beach and thirty minutes from NYC, is an exceptional **Magnet-designated** Communities Hospital focused on quality and excellence, one that celebrates professional achievement and a passion for patients . . . *South Nassau Communities Hospital*. We are an award-winning, 455-bed, acute care, not-for-profit teaching hospital located in Oceanside. Our dedicated staff serves the entire South Shore with world-class surgeons and residents, a Newly Certified Level II Trauma Center and baby-friendly designation.

Great opportunity to join our HR Team! We're currently seeking a full time HRIS Coordinator to maintain various digital systems used in our Human Resources Department.

We require:

- HS diploma or GED
- At least 2 years' experience working with HRIS systems
- Ability to complete in-house orientation program
- Excellent interpersonal and communication skills
- Speaks reads and writes English
- MS Office Proficiency (Word, PowerPoint, Excel, Outlook, etc.)

HRIS Coordinator, For immediate consideration, please apply online at:
www.SouthNassauJobs.org Job #181641

South Nassau is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. EOE M/F/D/V