



Thank you for your interest in a career at Saint Francis, Tulsa's only locally owned and operated health system serving eastern Oklahoma. We are currently seeking a HR Specialist for our Human Resources Benefits Department.

Title: HR Specialist

Job Summary: Provides support for a variety of duties based on the specialty area within Human Resources (Recruitment, Benefits, Compensation, and Employee Relations)

#### Essential Functions and Responsibilities

- Responsible for the primary, secondary and back up clerical and administrative support in Human Resources.
- Performs all data entry in appropriate applications, utilizing specific guidelines. In the course of data entry ensures correct information and signatures are obtained, verifies completeness of all information, follows up on any needed additional information, communicates to applicable parties as needed.
- Maintains various types of files and filing systems; processes correspondence inclusive of letters, policies and other. Provides reception duties inclusive of greeting internal/external customers; Answers phones, initiates phone communications with follow up to resolve any customer needs. Provides appointment scheduling support, as needed.
- Researches discrepancies in any work performed to ensure timely and accurate processing with appropriate signatures, as required.
- Maintains various data base information; provides tracking; processes data for reporting and updating/entering information for reporting purposes.
- Performs all project assignments inclusive of benefit sign up/benefit fairs, recruitment fairs, performance evaluations, special events, reference/OIG/GSA/OSBI and/or other checks based on area of assignment.
- Performs other duties as assigned.

Education: High School Diploma or GED.

Licensure, Registration and/or Certification: None.

Work Experience: 1 - 2 years related experience.

Knowledge, Skills and Abilities: Demonstrated ability to maintain a high degree of confidentiality. Working knowledge of SAP, MS Excel, Access, Word and PowerPoint. Working knowledge of Human Resources Policies and Procedures. Effective interpersonal, written and oral communication skills. Ability to organize and prioritize work in an effective and efficient manner. Ability to be detail oriented as might be required in the examination of numerical data. Ability to manage time effectively to ensure the timely completion of assigned projects. Requires a Data Entry test with a passing score of 6,000 KPH with no more than 5% error.

Apply online directly: <https://pm.healthcaresource.com/cs/sfhs/#/job/52617>

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