

# Colombia Jobs Expertini®

## Human Resources Coordinator

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Company: Phoenix Home Care & Hospice

Location: Colombia

Category: other-general

**Phoenix is looking for an Human Resources Coordinator for our Columbia, MO office! If you are looking for a career home that's fun, energetic and supportive then Phoenix Home Care and Hospice might be just what you're looking for!**

We are on the cutting edge of home healthcare and want the best, most compassionate and dedicated people! We would love to have the opportunity for YOU to interview US! Come Soar with Phoenix!

We are adding a Human Resources Coordinator to the Columbia, Mo Phoenix family!

Do you have a passion for making a difference in someone's life? Are you looking for an opportunity to use your background and empathetic nature to work for a progressive, forward-thinking company where creativity is encouraged? Then the Human Resources Coordinator position is for you!

### **Benefits**

Competitive Benefits Package based on experience

Major Medical insurance, Vision, Dental and Life Insurance

PTO, accrued upon hire!

401k

Continuing education opportunities

Great culture!

Reliable Support from Leadership Staff

Opportunities for Advancement - We want you to grow with us!

**Job Duties:**

Fielding HR related phone calls to include but are not limited to HR policies, employee complaints

Supporting the teams with personnel concerns, counselling's & terminations

Updating policies and procedures, handbooks, & forms company-wide

Overseeing orientation training systems and programs company-wide

Occasional day and/or overnight travel to other Phoenix locations as needed for audits/training

Occasional supporting the Hospitality Specialists at the front desk, utilizing multi-line phone systems

Benefits Management.

Degree in HR or related field or HR experience of a minimum of 3 years strongly preferred

Experience in Home Care/Home Health Care/Hospice preferred.

SHRM or PHR certification strongly preferred

Computer Proficiency (Microsoft Office & Windows Operating System)

Patient & Attentive Listener with a Positive & Outgoing Attitude

Initiative-driven individual who looks for opportunities to make daily office tasks enjoyable

Genuine Care for People: This position is responsible for many first impressions; we only get one first impression!

Interacting with office and field staff

Benefits Management Experience Preferred

*Our mission is to offer New Beginnings and meaningful opportunities to our caregivers and clinicians while providing home care services to our clients built on innovation, skill, and Christ-like values of compassion, honesty, and patience.*

We're taking the journey with you, creating a New Beginning!

Choose Phoenix, Apply today!

#J-18808-Ljbjfr

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