

HR/Recruiting Team Member

TotalWellness, a top provider of corporate health and wellness screenings, is looking for a full-time, M-F, 8am-4:30am, entry level HR/Recruiting Team Member to work in our Omaha office.

Major duties and responsibilities include:

- Assist with all daily recruitment department tasks. Tasks include licensure verification, returning contractor emails and phone calls, email reminders sent, monitoring contractor's progression through the application process, monthly/daily reports, uploading paperwork, maintaining accurate contractor information, research, and screening of contractors.
- Work independently finding sources nationwide for recruiting medical staff and actively recruit experienced contractors to work health screenings and flu events across the US.
- No travel or face-to-face recruiting.
- Provide progress reports to the Recruiting Manager.

Requirements

The successful candidate must possess the following abilities:

- Some experience related to recruiting or human resource duties helpful, but not necessary.
- Ability to interface with a wide range of people within and outside the company in a professional manner.
- Ability to work as part of that team.
- Excellent interpersonal and problem-solving skills.
- Superior customer service and telephone skills.
- Excellent written and verbal communication skills.
- Detail-oriented with the ability to recognize discrepancies.
- Organizational skills, time management skills, and the ability to prioritize and work with minimum amount of supervision.
- Proficient computer skills and familiar with the following software: Microsoft Office, Outlook, Word, Excel. Must be able to update basic Excel spreadsheets.

Benefits

- Complete insurance coverage – medical, dental, vision, life
- Paid Time Off and Holiday Pay
- Wellness Program, including onsite Wellness Center
- Casual dress code

To be considered for this position, please send resume and cover letter to Teresa Sharkey at TSharkey@totalwellnesshealth.com