

JOB POSTING

Human Resources Coordinator

The Human Resource Coordinator will run functions of HR department including:

- Recruitment,
- Hiring and assisting with interviews,
- Assisting with benefits management,
- Onboarding and incentive programs,
- Listening to and advising employees and patients.

Must be willing and able to:

- Communicate effectively,
- Provide good customer service,
- Have a good understanding of GCHC policies, and
- Demonstrate critical thinking.

If interested,

send a cover letter and resume to humanresources@glacierchc.org
or give them directly to Shelly Windett or Michelle White.
