



Partners In Health

Title: Temporary Human Resources Specialist
Reports to: Human Resources Generalist

Organizational Profile

Partners In Health is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those in most in need. PIH currently has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi, and Boston. PIH constitutes one pillar of a 4 pillar advocacy-research-training-service group, which also includes Harvard Medical School, Brigham and Women's Hospital, and the Harvard School of Public Health.

Overall Responsibilities

The Human Resource Specialist is an integral member of the organization. This individual's primary responsibilities will be to provide administrative support for the Human Resource Generalist, oversee the day-to-day routines of the human resources office and help develop, implement and administer best practices, policies and programs. We're looking for a detail-oriented team player with enthusiasm for the work.

Specific Responsibilities

1. Provide high-level administrative support and day-to-day office support to the HR Generalist.
2. Responsible for coordinating recruiting process. Post jobs on PIH website and trade websites as needed; forward resumes to managers, respond to job inquiries from prospective candidates, recruiters and PIH employees. Schedule interviews and follow-up meetings.
3. Oversee new hire paperwork and termination paperwork, working with vendors and payroll to ensure employees are enrolled in benefits plans including health, dental, short and long term disability, retirement plan and other benefits and removed from benefit plans when terminated.
4. Create, file and maintain employment files.
5. Maintain employee packages for Recruiting, New Hire and Termination.
6. Drive administrative projects as determined, i.e. reconcile billing, org charts, obtaining signatures, filing, workflow documentation, etc.
7. Organize and maintain financial documentation for all expenditures and reimbursements. Assist with budget preparation and updates and biweekly payroll updates.
8. Facilitate smooth relationships between the HR Generalist and all collaborators and inquirers. Correspond with contacts by phone, in writing, and in person. Accommodate all requests with tact and diplomacy; use creative problem-solving techniques to satisfy the requesters.
9. Manage electronic communications. Review and respond, to incoming mail, e-mail, phone, and fax communications. Organize and maintain all electronic and hard copy files.
10. Oversee overseas volunteer requests and assist with the placement and administration of volunteers at the PIH project sites.
11. Perform other related tasks as assigned.

Qualifications:

1. BS/BA degree in Human Resources.
2. PHR/SPHR certification preferred.
3. Strong generalist background with core competencies in recruiting, termination, employee maintenance, maintaining HR office files.
4. Demonstrated experience (2 years minimum) providing administrative support in an office setting.
5. Must be able to work with confidential and highly sensitive information with discretion.
6. Ability to work independently and take initiative. Must be a quick learner, able to multi-task and switch gears easily.
7. Competence to assess priorities and manage a variety of activities in a time-sensitive environment and to meet deadlines with attention to detail and quality.
8. Computer skills in word processing and spreadsheet programs (Excel, Word and PowerPoint).
9. Interest in social justice and health care issues.

Interested candidates should submit a cover letter and resume to hr@pih.org.