



*At Saint Alphonus Health System, we are looking for people who are living out their calling. We want you to be passionate about coming to work, and challenged to achieve your potential. Living by these virtues, we pride ourselves on exceptional service and the highest quality of care.*

**HR Representative  
Saint Alphonus – Baker City, OR  
Part Time, Days**

**Job Summary:**

Saint Alphonus has an exciting opening in our Baker City hospital for a Part-Time Human Resources Representative!

We are looking for a motivated, critical thinker, who is savvy with Excel and driven to learn and expand their own skill set. This person will perform a variety of administrative tasks, including answering colleague questions pertaining to HR issues, providing resources/direction on topics outside of their scope of knowledge, and - in particular - providing support to new colleagues throughout the onboarding process.

\*\* This position is 16 hours per week, and the successful candidate must be able to work Mondays and Tuesdays.

**Requirements:**

1. High school diploma or equivalent required.
2. Two years of administrative customer service experience required.
3. Requires general understanding of Human Resource administration, general business operations, administrative clerical operations and working knowledge of business machines.
4. Intermediate skills in computer technology including Microsoft Word, Excel, Outlook and internet web-based applications.
5. Ability to communicate effectively orally and in writing with employees at all levels and the general public, to maintain confidentiality in daily operations, to conduct daily duties in a professional appearance and manner.

**Why Saint Alphonus?**

- We are serious about fostering an environment focused on personal and professional growth and offer opportunities that empower our colleagues to develop their careers.
- Saint Alphonus Health System is a four-hospital regional, non-profit, faith-based, Catholic ministry with over 4,300 associates and a 950+ medical staff which serve 700,000 people in Idaho and Oregon.
- We are anchored by the only Level II Trauma Center in the region, Saint Alphonus Regional Medical Center (Boise), providing the most experienced care to the most critically ill patients.
- Centers of Excellence include: Cardiovascular, Neuroscience, Oncology, Orthopedics, Trauma & Emergency and Women's & Children's.

**Apply Online Today:** [https://trinityhealth.wd1.myworkdayjobs.com/Jobs/job/Saint-Alphonus-Medical-Center---Baker-City-Oregon/HR-Representative--Part-Time--Baker-City\\_00136413](https://trinityhealth.wd1.myworkdayjobs.com/Jobs/job/Saint-Alphonus-Medical-Center---Baker-City-Oregon/HR-Representative--Part-Time--Baker-City_00136413)