

## Human Resources Business Partner

Apply at: [www.susquehannahealth.org](http://www.susquehannahealth.org)

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Phone: 570-326-8110

Job Code: 2137



### Job Summary

Functions as a member of the department's operations team. In this role provides comprehensive human resources consultation as it pertains to planning for and managing of the department's human capital.

THE BUSINESS PARTNER WILL REPORT THROUGH THE HUMAN RESOURCES DEPARTMENT AND WILL SUPPORT THE SUSQUEHANNA HEALTH MEDICAL GROUP PHYSICIAN GROUP PRACTICES. AN UNDERSTANDING OF PHYSICIAN PRACTICE MANAGEMENT AND STAFING IS PREFERRED.

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### Knowledge, Skills, Abilities

Requires excellent interpersonal and customer relation skills. Requires ability to multi-task and attend to detail. Must have the ability to work independently and to set priorities. Knowledge of computer programs including word processing, database and spreadsheet applications. Good written and verbal communication skills. Applies analytical skills and principles of rational systems to solve practical problems and deal with a variety of concrete situations where limited standardization exists.

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### Education

Bachelor's Degree in Human Resources or related field: Industrial Relations or Psychology, Business Administration or Management with HR course work is required.

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### Experience

Three years of Human Resources experience including recruitment and/or employment preferred.

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### Professional Affiliations

Society of Human Resource Managers (SHRM)

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### Equipment Utilized

PC, laptop, telephone, AV equipment, copier, fax.

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### Physical Requirements and Working Conditions

Sedentary Work as defined by the Dictionary of Occupational Titles - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Requires traveling from campus to campus, travel to off-campus sites occasionally and standing for a limited time period to make presentations.

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