



HR Generalist at Moab Regional Hospital

Moab Regional Hospital is seeking a full-time (40 hours/week) HR Generalist to join our HR team. This position is responsible for providing a wide range of HR-related duties on a professional level with a high degree of respect, discretion, and accuracy. Areas of responsibility will include but are not limited to: workers compensation, unemployment, insurance and retirement benefits, payroll, conflict management, on-boarding, recruitment, and compliance. This is a full-time, year-round, benefited position.

What makes Moab Regional Hospital a great place to work?

- Wide range of benefits, including insurance, retirement, and paid time off
- Collaborative and supportive workplace
- Professional growth opportunities including continuing education, trainings, and more!

Our people make the difference. We promote from within and support our staff as they build careers in healthcare. Our employees are energetic, collaborative, and passionate about serving our community. You can enjoy steady work and still have plenty of time to enjoy all that the Moab area has to offer.

Minimum Qualifications

- Strong work ethic and be self-motivated.
- Excellent customer service skills.
- Excellent critical thinking skills and able to make sound, independent judgment calls.
- Able to work effectively as part of a small team.
- Willing to continually learn and grow personally and professionally.
- Humility and a good sense of humor.
- Reliable, responsible, and emotionally mature.
- Effective and positive communication skills, including verbal, written, and listening.
- Able to successfully navigate stressful situations.
- Some schedule flexibility to work occasional evening, weekend, and/or early morning.
- Bachelor degree or equivalent on-the-job experience.
- Ability to work in a confidential manner.
- Reliable and timely with work schedule.
- Flexible and willing to accept other duties as assigned.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

To apply, submit your resume to jobs@mrhmoab.org.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

This job ad is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to the job.