



Jon D. Doolittle
President and CEO
P.O. Box 60
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***** JOB OPENING NOTICE *****

Open: February 19, 2025

Human Resources Coordinator

The Missouri Hospital Association is seeking a human resources coordinator to perform full-cycle recruiting duties for the company as well as a variety of administrative duties in support of human resources functions for the Missouri Hospital Association and affiliated companies.

Must be a high school graduate, bachelor's degree in Human Resources, Business Administration or related field strongly preferred. At least three years of experience in recruiting, HR administration or a related role is desirable. Prior executive assistant/human resources support experience in a business office setting is required. Candidate must possess excellent organizational skills and communication skills, both written and verbal. Ability to handle diversified duties and multiple tasks simultaneously while working under time limitations and pay close attention to detail are required. Must be a self-starter with a high degree of professionalism, motivation, discipline and accuracy. Ability to work both independently with minimal oversight and as part of a collaborative team while performing all duties in a highly confidential manner is essential. Must be able to relate well with management on projects and decision making and be courteous and cooperative when dealing with outside contacts and staff members. Must be proficient with computers and maintain a strong working knowledge of Microsoft Office 365 products to include Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams and Forms, as well as Web-based systems and Adobe PDF software.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to humanresources@mhanet.com.