A close up of a logo

Description automatically generated

Job Title: Human Resource Coordinator

As our Human Resource Coordinator, HRC, you will assist in guiding team members through various human resources processes including benefits and policies.  If the information below aligns with your experience, we encourage you to apply and let us know “What are you looking for in your next position?”

How you will make a difference:

As our HRC you will manage and oversee detailed tasks managing employee files, benefits and credentialing of team members. Under the guidance of the HR Director you will work with the recruiting team to process new hire paperwork and schedule orientations. You will communicate with supervisors in various departments to provide updates on employees as needed. Individuals who excel at multitasking and details will shine in this role.

Your schedule & pay scale:

* Monday – Friday, 8AM-5PM
* $10-$15 an hour
* Lubbock, TX

What's required to join our team:

* 2 years of HR experience

Why work with BrightStar Care Lubbock:

* Locally owned and operated
* Faith-based environment
* Benefits Package

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Please send your resume to:

[HR.Lubbock@brightstarcare.com](mailto:HR.Lubbock@brightstarcare.com) or call 806-686-5988 for more information