

HR Operations Associate @ Knok



contact@effitalents.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Jun 16, 2024

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Employment Status : Full Time

Experience : Any

Salary : To be defined

Gender : Any

Career Level : Mid Level

Qualification :

Job Description

Responsibilities:

As an HR Operations Associate, you will:

- **Execute analysis and action plans to optimise resource allocation and ensure efficiency.**
- Coordinate hours distribution and schedules.
- **Support senior team members in identifying areas for operational improvement.**
- **Support the implementation of strategies to enhance efficiency and streamline processes.**
- Participate in the recruitment process for new professionals, including assisting with candidate sourcing and initial screenings.
- Provide support during the onboarding process for new hires, assisting with administrative tasks and documentation.
- Aid in maintaining regular communication with service providers, gathering feedback, and addressing inquiries.
- Assist in organising informative sessions and updates for service providers.
- Support Team Coordinators in developing and refining processes related to scheduling, onboarding, and service delivery.
- Collaborate with team members to develop onboarding materials and resources for new hires.

Requirements:

- **Bachelor's degree** in Human Resources, Business Administration, Healthcare Management, or a related field.
- Strong willingness to learn and grow in the HR and operations management field.
- **Excellent organisational and time management skills.**
- Strong communication and interpersonal skills.
- Ability to work effectively in a team-oriented environment.
- **Proficiency in Microsoft Office Suite** (Word, Excel, PowerPoint).
- **Proficiency in English.**

About the company:

Knok is the answer for a world where everyone has timely access to quality care. Through a Digital Front Door strategy, we connect patients, providers and healthcare professionals in one place.

ISO 27001 certified Recognised as #3 in Deloitte's Technology. Fast 50 2023 Portugal list Proud supplier of the G-cloud 13 Framework. Top 10 Telemedicine Solution Providers in 2021 by Healthcare Tech Outlook.

At Knok, we dare to lead and humanize the digital transformation of healthcare. We envision a world where everyone has timely access to quality healthcare through digital technology, creating a more equal society. We genuinely believe in it and you can recognize it in every person who embraces this mission. We are rapidly growing, delivering augmented telemedicine on 4 continents, and we have barely begun!

Your Recruiter:

Flávia, Senior Talent Acquisition @ Effitalents is your recruiter.

Feel free to contact her for more information!

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
