

Human Resources Assistant/Recruiter

School Sisters of St. Francis | U.S. Province | Milwaukee, Wisconsin

The U.S. Province of the School Sisters of St. Francis/Sacred Heart in Milwaukee, Wisconsin, a Catholic women's religious community and nonprofit organization, is seeking a **Recruiter/Human Resources Assistant** to support a welcoming, mission-centered employee experience. This role partners with hiring managers to recruit for open positions in nursing, environmental services, maintenance, security, food service, office, and salaried departments as needs arise.

The Recruiter/Human Resources Assistant will coordinate onboarding, support recruitment processes, and assist the Human Resources Manager with day-to-day HR operations, including filing, in-service tracking, review tracking, workers' compensation, open enrollment, reporting, and other projects as needed. The ideal candidate brings a service-oriented approach, sound judgment, confidentiality, and a commitment to supporting employees with professionalism, compassion, and respect. This position is 40 hours per week, or 80 hours per pay period.

Key Responsibilities How to Apply

- Post open positions and maintain accurate job posting information.
- Review resumes, conduct phone screens, and coordinate applicant follow-up.
- Process job requests from hiring managers and support timely recruitment activity.
- Collaborate with hiring managers to understand staffing needs and support thoughtful hiring decisions.
- Complete monthly reports on employment activity.
- Track employee start dates, tenure, in-service attendance, and review dates.
- Assist the Human Resources Manager with HR tasks and projects as needed.
- Model servant leadership by listening actively, responding with care, and supporting employees, candidates, and hiring managers with humility, respect, and accountability.
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Qualifications and Skills

- Bachelor's degree in Human Resources, Business Management, Communication, or a related field.

- Experience working in HR or a supportive workplace environment strongly preferred; health care setting a plus.
- Demonstrated proficiency with technology, digital tools, and software; experience with HRIS or payroll systems preferred.
- Excellent verbal and written communication skills, with the ability to build trust and maintain confidentiality.
- Valid unencumbered driver's license required.

Benefits

This 40 hour per week, benefit-eligible position includes health, dental, and vision insurance; company-paid short-term and long-term disability; life insurance; a 403(b) employer contribution; and paid vacation and holiday time.

How to Apply

Qualified candidates are invited to send a cover letter and resume to Human Resources Manager at hr@sssf.org.