

# **GATEWAY** **URGENT CARE**

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## Director of Human Resources and Strategic Marketing

### Description

We are seeking a professional candidate with a minimum of one (1) year experience in a responsible position in Human Resources.

### Responsibilities

As the HR/Marketing Coordinator, you will be responsible for recruiting, interviewing, and on-boarding new staff members. You will be checking timecards, scheduling, assisting with staff training and counseling as well as managing employee benefits. You will also be responsible for communicating with other local medical offices, working to create relationships and increasing patient volume.

### Qualifications

A minimum of one (1) year experience is required in Human Resources, and marketing experience is a plus.

### Job Benefits

Salary is commensurate with experience. This position is Monday through Friday from 8 AM – 5 PM. We offer a benefits package for full-time employees with 401(k), paid holidays and vacation.

### Contacts

To apply for this position, please send your resume to [Application@gatewayurgent.com](mailto:Application@gatewayurgent.com).

### Hiring organization

Gateway Urgent Care

### Employment Type

Full-time

### Job Location

Murfreesboro locations

### Working Hours

8am-8pm | The ability to work during all business hours, including evenings and rotating weekends, is required.

### Date posted

April 19, 2021