



The Hawaii Permanente Medical Group (HPMG) is an independent corporation of 750+ physicians, providers, and staff that provides a complete range of medical care and services to Kaiser Permanente members in Hawaii. HPMG represents the largest multispecialty medical group practice in the state. Through our commitment to high-quality patient- and family-centered care, Kaiser Permanente's health plans are the highest-rated in Hawaii, according to the National Committee for Quality Assurance.

Programs Assistant PROGR01074

HPMG is recruiting for a Programs Assistant who will coordinate and facilitate onboarding programs for our physicians, providers, and administrative specialists. The ideal candidate will also ensure programs are executed with a strong foundation for new hires to be effective and productive and implement the highest level of quality in care and service for members of Kaiser Permanente.

JOB DUTIES

- Coordinate customized onboarding programs to ensure new hire physicians, providers and administrative specialists are adequately oriented and have all necessary new hire requirements needed to transition to operations.
- Coordinates and organizes all logistics for programs, trainings, meetings, and other program/project-related activities.
- Collaborates with leadership, other departments, Regional entities, vendors, consultants, and participants in the implementation of various programs.
- Coordinates orientation and support services for executives and other visitors from outside agencies; and assures information, data and/or materials required are provided in a timely manner.
- Performs other essential duties, as assigned.

REQUIREMENTS

- Bachelor's Degree in Education, Business Administration, or related field; or combination of education and experience may substitute degree.
- 2 years of prior administrative experience.
- Prior experience within healthcare industry or professional development department preferred.
- Experience coordinating/supporting new employee onboarding desired.
- Excellent written and verbal communication skills required.
- Ability to work effectively in a team environment, as well as independently.
- Must be able to handle multiple priorities in a timely and professional manner.
- Requires strong attention to detail and excellent organizational skills.
- Must be able to be on site at events.

HPMG is committed to offering industry leading benefits including the following 100% company-sponsored offerings: comprehensive medical and dental insurance (family), life insurance, long term care insurance, defined benefit plan, profit sharing plan (401k), post-retirement medical, paid time off (PTO), extended sick time (EST), 10 holidays, and other paid leaves and identity theft protection . Other voluntary benefits are available.

TO APPLY: Visit our website at <http://careers.hawaii Permanente.com>