



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.

Travel/Human Resources Assistant TRAVE01071

Amazing opportunity to join HPMG with primary scope of providing high volume travel coordination for our physicians and administrative specialists who travel between the neighbor islands and out of state. Will also be responsible for performing general administrative support to our physician practice and the HR department.

JOB DUTIES (not all inclusive)

Travel Coordination

- End-to-end high volume travel and lodging arrangements for clinical coverage and administrative business travel.
- Completes monthly transactions and reconciliation of corporate credit cards and accounts.

Physician Practice Administrative Support

- Full cycle enrollment and maintenance of active status for all providers into Medicaid, Medicare and commercial plans.

Human Resources Department Administrative Support

- Performs general administrative duties to support the Human Resources Department such as mail distribution, phone coverage, on-boarding, and recruiting assistance.
- Performs other essential duties as assigned.

REQUIREMENTS

- Associate Degree in Business, HR, or Health-related field, or equivalent combination of training and experience.
- Minimum 2 years clerical and support experience.
- Knowledge of travel booking options and processes.
- Ability to efficiently perform tasks in MS Office suite.
- Ability to effectively communicate and meet service needs of physicians.
- Ability to work in fast-paced work environment autonomously.
- Excellent organizational skills
- Must have exceptional attention to detail and accuracy.
- High degree of professionalism and confidentiality.

This is a non-exempt position.

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>