

Medtronic – HR Specialist (Temp.)

Careers that Change Lives

Your dedication to quality is important to our customers and, most importantly, to their patients. As the Temporary Human Resources Specialist, you will work closely with the Plant HR team supporting projects from mid-September through the first week of October and from November 1-14. We are seeking 6 temporary workers to support the team approximately 24-30 hours per week in our North Haven, CT Manufacturing facility.

Do meaningful work, make a difference, and improve lives — starting with your own.

The Minimally Invasive Therapies Group strives to enable earlier diagnosis, better treatment, faster complication-free recovery, and enhanced patient outcomes through less invasive surgical solutions. **URGICAL INNOVATIONS** sets the standard for Minimally Invasive Surgery (MIS) by creating innovative surgical products and services that focus on obesity and diseases and conditions of the gastrointestinal tract, lung, abdominal wall, pelvic region, and the head and neck.

We value what makes you unique. Be a part of a company that thinks differently to solve problems, make progress, and deliver meaningful innovations.

You will:

- Assist Medtronic employees with the annual online employee survey via computer, providing computer support and translation as necessary.
- Assist Medtronic employees with open enrollment/benefit selection.
- Support other activities and duties as assigned

Required: High school diploma or equivalent with 1+ years of experience in an office environment

Nice to have:

- Ability to work flexible hours as needed. Hours can be as early as 5:00 am or as late as 9:00 pm to support the multi shift team.
- Bilingual candidate assist with translations as necessary
- Excellent personal, organizational and communication skills
- Proficiency with typical business software and network applications
- Capable of managing projects and prioritizing effectively

ABOUT MEDTRONIC:

Together, we can change healthcare worldwide. At Medtronic, we push the limits of what technology can do to help alleviate pain, restore health and extend life. We challenge ourselves and each other to make tomorrow better than yesterday. It is what makes this an exciting and rewarding place to be. We can accelerate and advance our ability to create meaningful innovations - but we will only succeed with the right people on our team. Let's work together to address universal healthcare needs and improve patients' lives. Help us shape the future.