



NOTICE OF JOB VACANCY

JOB TITLE: HUMAN RESOURCES ASSISTANT/ADMINISTRATIVE

LOCATION/DEPARTMENT: HUMAN RESOURCES/ADMINISTRATION BUILDING

HOURS: 8:30 A.M – 5:00 P.M

JOB DUTIES

Provide administrative and technical support to the department. Accurately and error-free type correspondence, which will include but is not limited to: acknowledgement letters and/or cards to internal/external employment applicants; offer letters for transfers, job descriptions, promotions and new hires; posting of job applications. Perform complex formatting, determines general format, layout, and stylistics of documents to be designed. Assist with the creation and/or revision of reports, presentations, databases, spreadsheets, desktop publishing, and assigned projects. Assist in development and implementation of training programs, creates training presentations and handouts. Process reference checks and employment verifications.. Assist in the coordination and maintenance of T/D scheduling of services/programs. Assist in development and distribution of training manual and materials. Maintain the corporate employee personnel, training and development, benefit and termination files in accordance with established rules and regulations. Maintain database and track record of various requests. Provide support in functional areas of human resources department. Maintain the department Intra and Internet Web page.

MINIMAL REQUIREMENTS

Associates degree in human resources, secretarial science or related field or high school diploma with two (2) years experience as a human resources secretary or assistant is acceptable. Strong administrative skills including: composing memos, typing, statistical reporting, and minute taking skills. Research and Internet experience and attention to details. Good organizational skills, detail oriented, and ability to handle multiple tasks and establish priorities. Good interpersonal, technical, oral and written communication skills. Excellent proofing, grammar and writing skills. Self-starter and able to work without direct supervision. Experienced in Word, PowerPoint, Excel, Access, and other software packages (e.g., flowchart software). Working knowledge of office procedures and equipment (PC, fax machine, camera equipment, copy machine, etc.). Ability to: track projects to ensure timely, thorough, and accurate completion; effectively interact with a diverse customer population; work in a fast-paced office environment; maintain confidentiality; travel and work flexible hours.

DESIRABLE: Desktop publishing experience

TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER AND SALARY REQUIREMENTS TO: EMPLOYMENT@WELLPLAN.COM CLOSING DATE: 05/06/2017