District Health Department #10
Healthy People, Healthy Communities

HUMAN RESOURCE ASSISTANT - *E.O.E.*

District Health Department #10 seeks a part-time Human Resource Assistant. This position will be based in Wexford County.

Duties:

- Performs a wide range of duties relative to the maintenance and procession of personnel records
- Maintains human resource information system records and compiles reports from the database
- Interacts with and supplies information to job applicants, employees, department heads, and public and private agencies
- Assists with benefits administration, including change reporting and communicating benefits
- Assists with job postings and management of postings
- Assists coordinator with onboarding and compliance with state and federal laws.

Requirements:

- High School Diploma or GED – Associate's Degree preferred
- At least one year of experience in a clerical position
- Any combination of education, training or experience that demonstrates the ability to perform the duties of the position – advanced coursework in human resources preferred
- Attention to detail and confidentiality
- Ability to work as a team a must
- Strong computer skills

District health provides a part-time benefit package.

Submit resume and cover letter by 12/18/17 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601
or
online at: http://www.dhd10.org/contact-us/join-our-team/

District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran

HUMAN RESOURCES
521 Cobb Street
Cadillac, MI 49601

P: 231-876-3815
F: 231-775-4731

www.dhd10.org

healthdept10