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Human Resources Administrative Assistant- Requisition# 2402 (Emergency Hire)

Description

Under the direction of the Director-Human Resources, coordinate and perform technical level work in support of Human Resources operations. Must have the knowledge of departmental policies and objectives relating to human resources activities; basic principles, practices, methods and terminology used in personnel administration; basic record-keeping and report preparation techniques; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a variety of office equipment including a computer and assigned software. Must have the ability to perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification, and compensation of classified and certificated employees; coordinate and schedule pre-employment examinations; assist with processing employment applications and other personnel-related documents; assist with coordinating the interviewing of applicants; maintain confidentiality of sensitive and privileged information; compose basic correspondence and written materials independently; operate a variety of office equipment including a computer and assigned software; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; assist with maintenance of records; plan and organize work; meet schedules and time lines; work with people from diverse cultures, ethnic and socio-economic backgrounds and must always maintain cultural sensitivity.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and technical experience in a Human Resources department.

LICENSES AND OTHER REQUIREMENTS:

- This position is not required to drive.

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

This position will be open until filled.

Employment Type

Full-time, Temporary

Date posted

January 12, 2022

Base Salary

\$ 22.07

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

Job Location

66-725 Martinez Road, 92274,
Thermal

Hiring organization

TMDCI