

Northeastern Center, Inc.
POSITION OPENING

Position Title: Human Resources Assistant

Position Type: Administrative

Position Location: Administration - 1st Floor

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: The Human Resources Assistant II assists with the day to day administration and operation of the human resources functions and duties. The Human Resources Assistant II maintains payroll records, monitors Center personnel licensure records for expiration, for compliance with policy and relevant State and Federal regulations, training and development. The Human Resources Assistant II helps with the implementation of services, policies, and programs through HR staff; reports to the HR Director, and assists company managers with HR issues.

Experience Expectations: 3-5 years Human Resources experience preferred;
3 years payroll experience and ADP experience preferred

Education Expectations: High school diploma or equivalent;

Date Position Opened: 07/09/2019