



WASHINGTON
TOWNSHIP

Complete the application online at <https://www.washingtontwp.org/government/employment> and click on the **red Apply Now** button.

Please remember to attach all required certifications and documentation.

For first consideration, requested materials must be received through our online application website by **Monday, April 22, 2024**.

Incomplete application submissions will not be called or considered.

An Equal Opportunity Employer

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT (PART-TIME)

Recruitment Open Until Filled

THE POSITION: Washington Township, Montgomery County, Ohio, is recruiting an experienced and dedicated administrative professional in human resources. The ideal candidate has exceptional customer service skills, excels in both verbal and written communication, is proactive and a determined problem solver.

RESPONSIBILITIES: The HR Assistant is responsible for administrative support of the Human Resources Department.

- Assists with employee recruitment process, from start to finish, including: prepares postings and advertisements, manages applications, communicates with applicants, schedules interviews, prepares packets, etc.
- Assists with benefit administration, documenting benefit procedures including enrollment, changes, and misc. reporting; communicates with vendors and brokers.
- Assists with FML and BWC management and recordkeeping.
- Maintains employee personnel files.
- Assists in preparing materials for various meetings, attends meetings and takes minutes.
- Types memos, correspondence, reports and other documents and performs data entry to support essential functions of position and department.
- Creates and coordinates requisitions and accounts payable activities for department; orders supplies; organizes department filing.

QUALIFICATIONS: **Minimum qualification** requires a high school diploma or equivalent, **one year** of administrative support experience in a human resources environment, or any combination of training or experience which provides the necessary knowledge, skills, and abilities. **Preferred qualification** requires an associate degree in business, human resources, or related field, and more than **two years** of progressive experience in a human resources environment.

Must be able to operate standard office equipment, use a personal computer and related software programs, maintain confidentiality, and lift up to 25 lbs. Must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

APPLICATION PROCEDURE: In addition to the online application, applicants must attach the following materials to be considered a complete application: cover letter, resume, any relevant certifications, high school diploma or equivalent, and if applicable, college degree, and a full copy of any military discharge paperwork.

WORK HOURS, COMPENSATION & BENEFITS: This non-exempt, non-union, part-time position offers **25 - 28 hours per week**, with the flexibility to create a consistent schedule. Hourly range is **\$24.09 to \$31.69**. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability. Part-time benefits include OPERS retirement plan and tuition reimbursement.

APPOINTMENT PROCEDURE: Selection process includes a review of all submitted materials and interviews. Candidate will be required to complete a criminal and personal background check, driver's license review, and a physical/drug screen. Appointment procedure will be based on the number of qualified candidates.