
DETAIL-ORIENTED HUMAN RESOURCES ASSISTANT NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024

Job title: Human Resources Assistant 1
Position type: Full time, classified civil service
Compensation: \$13.56 hourly
Hours of work: 8:00 a.m.–4:30 p.m. Monday through Friday

Summary: Geauga County Job and Family Services is seeking an organized professional to join our administrative team. This position primarily performs a full range of assignments to support the agency's Human Resources Officer and must come equipped with the know-how to quickly learn new computer systems.

Job duties include but are not limited to: drafting personnel forms and related documents; maintaining records; assisting with record retention processes; recruitment activities such as scheduling interviews, answering candidates' questions, and preparing interview packets; delivering banking, court files, and mail as needed; and providing back-up coverage to the receptionist and switchboard operator.

This position demands a proven ability to prioritize its own assignments, maintain a high degree of accuracy and confidentiality, work on multiple projects or tasks, and anticipate deadlines. Also essential are superior communication and writing/proofreading skills. The successful candidate is highly organized and can resolve problems as they arise.

Requirements:

- › Demonstrated experience in office practices and procedures
- › Strong command of common Microsoft Office applications: Excel, Word, Outlook, and PowerPoint
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks
- › 1 year of formal training/experience in Human Resources or personnel practices preferred

Benefits:

- › Friendly work culture
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage (or waiver option) available

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: Human Resources
12480 Ravenwood Drive
Chardon, OH 44024