

JOB OPPORTUNITY ANNOUNCEMENT

DEPARTMENT: Human Resources Department

OPEN: September 22, 2022

CLOSE: Until Filled

POSITION: Human Resources Administrator

SALARY: \$48,000

Requirements:

- ◆ Must have previous Human Resources/Benefits experience
- ◆ Must have public speaking ability
- ◆ **Office 365 products (Must be proficient in Excel)**
- ◆ **Customer service is a must.**
- ◆ **CONFIDENTIALITY A MUST.**
- ◆ **Must be outgoing and able to perform various tasks when required.**
- ◆ **Willing to grow and progress with Hunt County HR Department**

Responsibilities:

- ◆ Onboarding process
- ◆ New Hire Orientation
- ◆ Worker's Compensation Claims
- ◆ Unemployment Claims
- ◆ Safety Training
- ◆ Benefits
- ◆ Auto accidents
- ◆ Employee related activities

To be considered, you must complete an employment application in full. Applications may be picked up at the Human Resources Department in the Hunt County Courthouse, Room 200 or filled in online at www.huntcounty.net . You will be called for an interview.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE

PLEASE DO NOT REMOVE