

Human Resources

Assistant

Job Description:

The human resources assistant will assist the Director of Human Resources in recruitment, processing and management of all employed staff and future candidates. He/she will work closely with the director in the development of innovative processes to ensure the human resources department runs efficiently with full integrity.

Tasks and Responsibilities:

- Interview Scheduling
- Applicant Tracking
- Career Description Composition
- Job Postings
- Correspondence
- Filing and Data Entry
- Personnel File Maintenance
- General HR Support
- Career Fair Planning

Skills and Abilities

- Must be a person of high integrity with good discretion.
- Must have proven typing skills.
- Intermediate Experience with: MS Outlook, MS Word, MS PowerPoint, Web based Interfaces, and various other related programs.
- Must be able to multi-task and work efficiently in a fast-paced environment.
- Must have a general understanding of corporate liabilities.
- Excellent verbal and written communication skills

Requirements

Bachelors Degree in Psychology, Social Sciences, Business Management or related field. In lieu of bachelor's degree, candidate may have A.S. or equivalent and 2+ years relevant work experience.

Hours:

Contract to Hire 6 Months, Full Time Only, Monday through Friday Shift: 8:00am to 5:00pm

Compensation:

Commensurate with experience, Paid Training, Excellent benefits package (Medical-Dental Insurance, 401k, Supplemental Life Insurance, Paid Holidays, Paid Vacation, Educational Reimbursement, Flexible Work Schedule and Athletic Facility/Fitness Center)

For more information:

Please contact
Hazy Pipo
Director of Human Resources
Apply online at: <http://www.usfmgroup.com/careers.php>

Toll Free: 800-682-8485 Direct: 619-398-1000 Fax: 619-374-2981
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