



GREENE COUNTY HEALTH CARE, INC.
JOB VACANCY
JOB TITLE: Human Resources Assistant

Position:	Full-Time, 40 hours/week
Division:	Administration
Primary Worksite:	Administration
Supervisor:	HR Director
Work Schedule:	Generally days, approximately 8:00 am – 5:00 pm.

The HR Assistant provides administrative assistance and support to the HR Director in assigned areas of the HR department such as employee recruitment, screening, hiring, onboarding, orientation, termination, recordkeeping, benefit and salary administration, employee training, unemployment, worker's compensation, FMLA, surveys, special projects and employee relations.

Key Qualifications:

- Associate's degree in human resources or related field. Related work experience may be considered in lieu of formal education.
- At least two years of related work experience strongly preferred especially working directly in human resources activities. Experience in health care setting is desirable.
- Competent in use of Microsoft Office software and ability to learn HR software.
- Ability to operate all basic office machines and equipment, including a computer, printer, fax machine, telephone, and copier.
- Ability to maintain strict confidentiality of information. High degree of integrity and dependability.
- Ability to interact and work well with staff in all divisions and levels of the organization and with others outside the organization as needed to carry out HR duties.
- Strong organizational skills and attention to detail. Ability to maintain multiples files and information in a neat and organized manner with high degree of accuracy.

Interested applicants should submit a Greene County Health Care, Inc. Employment Application to Cindy Avila, HR Assistant. Send by mail to 7 Professional Drive, Snow Hill, NC 28580, by fax to 252-747-8163 or by email cavila@greencountyhealthcare.com.