

Human Resources Assistant

Franklin County Children Services is the public agency mandated by federal and state law to ensure that our community's children are safe and well cared for. We provide protection, care and permanency for children who are abused, neglected or dependent. With the help of our partners, employees, kinship families, volunteers, mentors, and foster parents we are committed to making sure that every child has safe and stable home.

Franklin County Children Services is currently seeking a Human Resources Assistant to provide administrative support to our current HR team. Responsibilities include greeting and directing guests; assisting with pre-employment screening; monitoring and ordering office supplies; maintaining compliance spreadsheets, facilitating department communication, and a variety of other duties.

Preferred candidate will possess excellent written, verbal, and interpersonal skills to communicate effectively with customers, staff and management at all levels; must be proficient in Microsoft Office Suite, with a minimum of intermediate level skills in Excel and be accustomed to working in a fast-packed, high volume office environment. **Applicant must possess or gain Notary Public Commission within six (6) months of employment.**

Must be a High School graduate or equivalent with two years of clerical experience, preferably in HR. College course work in HR may be considered in lieu of experience. Starting salary is \$14/hr. plus excellent benefits, including tuition reimbursement. Send resume with references by January 18, 2019, to: Franklin County Children Services, HR Department, 855 W. Mound St., Columbus, Ohio 43223 or email fccshr@fccs.us. EEO