

Human Resources Assistant

At Franklin County Children Services we are committed to our Guiding Principles: We are Child Welfare Professionals; We Honor Families; We Value Every Child; We Value Partnerships.

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; scheduling interviews and maintaining the department's recruitment calendar; posting vacant positions and assisting with pre-employment screening; monitoring and ordering office supplies; maintaining compliance spreadsheets; facilitating department communication; and a variety of other duties.

This is a great opportunity for someone looking to start a career in human resources and gain experience working in a HR office.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay
- Opportunities for Advancement!

Qualifications:

- Successful applicants 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-paced, high volume office environment.
- Applicant must possess or gain Notary Public Commission within six (6) months of employment.
- All positions are subject to a criminal background check, fingerprinting, employment verification, and motor vehicle report check. Also, all offers of employment are contingent on receipt of a negative pre-employment drug test.

How Do I Apply?

Please send resume and cover letter to fccshr@fccs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>

AA/EEO