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Human Resources Assistant

Description

TOBOLA Health Care Services Inc. (TOBOLA) is seeking an experienced Full-Time HR Assistant to assist us with the program. Under the direction of the Director of HR and working closely with the TOBOLA team, the Human Resources Assistant supports the administration of day-to-day operations of HR functions and duties.

This is a full-time role (9a – 5p, Monday through Friday)

Responsibilities

This includes but is not limited to:

- Documentation/Recordkeeping
- Generating reports
- Processing employee onboarding and offboarding.

Qualifications

Experience & Minimum Requirements:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or related field highly preferred.
- 1-2 years of administrative experience required.
- Demonstrated ability to manage confidential information and maintain confidentiality.
- Solid knowledge of Microsoft Office Program with an emphasis on Outlook, Word, PowerPoint, and Excel. It can perform data entry. Prior experience maintaining an HRIS and ATS (iCMS) a huge plus.

Disclaimer: The above is not the full job description

Hiring organization

Tobola Health Care Services Inc.

Employment Type

Full-Time

Industry

Health care

Job Location

Dover, Delaware, USA

Working Hours

9:00AM – 5:00PM

Date posted

April 7, 2020