

## **Part Time HR/Finance Assistant**

This position is a part time position with flexible hours to assist the Human Resource/Payroll Administrator and finance department with scanning, organization of files and filing systems, copying, and other job duties as assigned.

Responsible High School or College Students are encouraged to apply. HR or Payroll experience is a plus. This job is part-time with approximately 20 hours a week. Starting pay is \$9.77 per hour. Working during the Monday through Friday 8 AM to 5 PM workweek.

Qualifications: Professional appearance, excellent communication skills, focused and self-motivated, able to do repetitive tasks, ability to maintain confidentiality, attention to detail, excellent organizational and record keeping skills, and the ability to use a scanner with training. Other job duties as assigned. Ability to work irregular part time schedule.