

Human Resources Assistant

Qualifications:

- Associate degree required and/or four years of HR experience required.
- Excellent interpersonal, verbal and written communication skills
- Customer Service experience responding to inquiries, interacting with employees on a daily basis, maintaining documents, and providing support.
- Excellent organizational skills and the ability to prioritize and multitask are essential.
- Demonstrate strong attention to detail, follow-through and responsiveness.
- Ability to develop effective relationships across all levels of the organization.
- Proven experience working with confidential information while maintaining the highest degree of professionalism and discretion.
- Working knowledge of general Human Resource Information Systems.
- Regular and consistent attendance is an essential function of this position.

Salary:

Part-time 28 hours per week.
Hourly Salary \$29.38.

Start Date:

July 1, 2023

Reports to:

First Selectman

Please see the [position description](#) for more detail and qualifications. Qualified applicants may express their interest by submitting a completed [application](#) and resume.

By e-mail to: klafleur@somersct.gov
Or by Mail to: Operations Director
Town of Somers
600 Main Street
Somers, CT 06071

Or by Fax to: 860-763-8228

NO PHONE CALLS PLEASE EEOC, 6/2/2