
WEB JOB POSTING

Human Resources Assistant

RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the full-time position of Human Resources Assistant that is under the supervision of the Human Resources Director. The applicant will have responsibilities related to benefits administration, record retention, workers' compensation, recruitment and other administrative duties. Responsibilities also include processing documentation for payroll changes and responding to requests for information and assistance from employees, management and the public. The HR Assistant handles department functions in the absence of the Human Resources Director.

REQUIREMENTS:

Applicants must have related work experience, strong customer service skills and be proficient on computers. College degree preferred.

BENEFITS:

This is a full-time position with benefits. The hourly rate is between \$15.30 - \$16.00. Hours of work are 7:30 am – 4:30 pm. Applicants must be able to work flexible hours for special events.

RECRUITMENT:

Individuals interested in applying for this position can complete the application available on-line at www.tullahomatn.gov or complete an application at City Hall. A resume can also be provided. The application or resume should be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatn.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

The City of Tullahoma is an equal opportunity employer.

Posted: August 24, 2015

Closes: until filled