

**Job Posting
External**

FULL-TIME HUMAN RESOURCES ASSISTANT

Dated Posted: Tuesday, March 9, 2010

Remove: Tuesday, March 16, 2010 – 5:00pm

*Posting may continue until position is filled as needed

Position: **Human Resources Assistant**

Available: **Immediately**

Supervisor: Director of Human Resources/Legal Counsel

Qualifications: Bachelors Degree preferred
Two (2) years of human resources/employee relations experience preferred

Pay Range: **\$14.76 to \$19.97 per hour**
Salary will be based on education and experience

Work Hours: **Monday – Friday (Holidays, weekends, and on call as needed)**
8:00 a.m. to 4:30 p.m.

Location: **Main Office**
731 Scholl Road
Mansfield, OH 44907

SUBMIT APPLICATION via email or fax to:
Elayna Rizer – Human Resources
Richland County Children Services Board
731 Scholl Road
Mansfield, Ohio 44907
www.richlandcountychildrenservices.org
fax 419-774-4114

RICHLAND COUNTY CHILDREN SERVICES
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