



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

Website: [www.olhsa.org](http://www.olhsa.org)

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### Human Resources Assistant

**Division:** Human Resources

**Supervisor:** Associate Director for Human Resources

#### Qualifications:

1. Associate's degree in Human Resources or Business Administration preferred.
2. One (1) year of experience assisting in the human resources or labor relations field.
3. Two (2) years experience working with computer applications especially using Windows environment for word processing, data base, spread sheet applications and Internet.
4. Valid Michigan Drivers License and access to reliable transportation required.

#### Job Mission:

To provide supportive human resources services that are responsive to the needs of OLHSA staff and the community.

#### Essential Duties:

1. Maintain and process all records, files, and documents.
2. Assist in resolving human resources issues in a helpful, professional and courteous manner.
3. Provide human resources customer service.
4. Recruits and makes recommendations for hire, placement, and promotion for staff positions up to the manager level and orients new staff members.
5. Generate human resources correspondence.
6. Carry out other duties as assigned.

#### Hours & Wage

\$15.00 per hour (minimum)

25 hours per week; 52 weeks per year

#### Location

Pontiac

#### Deadline to Apply