

IC Staffing Solutions, the Ohio Valley's premier job search and recruiting firm, has an immediate opening for a Part Time Human Resources Administrator with a local client.

**Qualifications:**

Bachelor's degree required  
3 – 7 years' experience in a Human Resources role  
Strong computer skills with an emphasis in Microsoft Word, Excel and Power Point  
Team player with excellent communication skills  
Problem solver that is a self-starter and can work effectively independently  
Any certifications, training or experience in HR for non-profits will be helpful

**Duties:**

Administer sick and vacation time leave  
Manage and own the performance appraisal process for the organization  
Maintain regulatory compliance for all HR/personnel issues  
Lead the recruiting effort on any new hire searches  
Conduct all new hire orientation and maintain applicable employee files  
Part Time role with potential to become Full Time at some point in the future

**Salary/Benefits:** Negotiable based upon education and experience

This is a permanent position that needs filled immediately. If interested, please email your resume in confidence to [info@ic-staffing.com](mailto:info@ic-staffing.com) or fax to (304)905-8251 today. Any questions, please call our offices and ask for Amie or Phil at (304)905-8249.