

## **SkyLine/SkyBest**

**Seeking applications a Human Resource Assistant (Part-Time), 29 ½ hours per week, West Jefferson location**

This position requires a positive, people-oriented person with excellent communication and organizational skills. Must be able to maintain confidentiality, multi-task, be self-motivated and have a strong attention to detail. Will assist with human resource management activities such as on-boarding of new hires, coordinating events, maintaining policies and procedures, reconciling monthly invoices, maintaining personnel files, preparing and revising job descriptions and personnel policies, monitor and ensure compliance with state and federal regulations, etc.

Two-year degree is required or the equivalency in work experience in human resources may be considered. Computer experience including Excel is a plus.

Please apply online [www.skybest.com/careers](http://www.skybest.com/careers)