JOB OPENING
PLEASE POST

HUMAN RESOURCES ASSISTANT
PRN
PORTAGE COUNTY

If you’re looking for a part-time, office-based position that has flexible hours that can work around your schedule, this might the role for you! Since 1978, Coleman Professional Services, a nationally recognized not-for-profit in nine Ohio counties, has helped clients on their road to recovery from behavioral health and substance use disorder challenges.

We currently have an opening at our Kent location for a Human Resources Assistant to help the Human Resources and Compliance department with administrative and clerical tasks, including:

- Sorting and filing paper and electronic files.
- Printing, scanning, and photocopying documentation.
- Entering information into online databases.
- Screening candidates who are interested in volunteer and intern opportunities.
- Conducting employment verifications.
- Tracking data and coding reports.

Candidates must have a high school diploma or equivalent or be a qualified participant in an authorized Work/Study Program at a postsecondary institution. Because of the technology needs of the role, candidates must have a working knowledge of computers and Microsoft Office programs and the ability to operate common office equipment (scanners, printers, phones, etc.). Candidates must be detail-oriented and highly organized, able to maintain high degree of confidentiality, and able to consistently meet deadlines. The ability to communicate professionally and provide excellent customer service is essential, as is the ability to work both independently and with a team.

Weekly hours will vary based on the needs of the business but are anticipated to be between 10 and 20 hours per week. If this sounds like you, apply today!

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line “Accommodation Request.”

If interested in applying for this position, visit our website at www.colemanservices.org and select Careers, select the yellow icon to “SEE ALL CAREERS,” and then select the blue icon to “Search Open Jobs” or select Career Opportunities along the top.