



JOB POSTING

Human Resource Assistant

To provide general administrative and clerical support to the Human Resource Coordinator and content area staff. Assist with processing of new hire paperwork, orientation, benefits enrollment, filing employee paperwork, recruitment, data entry of employment records, work in collaboration with fiscal team, provide support to functions and events including professional development and staff wellness activities.

Minimum of High School Diploma or equivalent with years of related experience.
Associate's or Bachelor's Degree with relevant work experience preferred.

Must possess a general knowledge of early childhood education and/or Head Start objectives and philosophy. Must have excellent written and verbal skills and be proficient with Microsoft Office. Must be proactive and detail oriented and successful with handling multiple projects.

Pay rate is \$16.96 - \$19.21 per hour, 20 - 25 hours per week.

Hours are Flexible

Bilingual candidates encouraged to apply

Benefits not included

Submit cover letter with resume & references

by

December 31, 2019

to

employment@triumphinc.org,

Attn: Tatyana Roberson, Human Resources Coordinator

TRIUMPH, INC.
100 H. Gordon Owen Riverway
Taunton, MA 02780

E.O.E.