



JOB DESCRIPTION

Position: Human Resource Assistant

Clearance: US Citizen

Shift: 4/10-1st Shift Onsite

Location: Stratford, Connecticut

Grit Government Solutions is currently looking for a Human Resource Assistant for its Customer in Orlando, FL.

Key Responsibilities:

- Performs a variety of general personnel/clerical tasks in such areas as employee records, benefits, education/training, employment, compensation, and equal employment opportunity.
- Maintains both manual and automated personnel records, collects and compiles sensitive and confidential personnel statistics and prepares reports.
- In accordance with procedures, furnishes information to authorized persons and/or agencies.
- Provides information to all levels of employees regarding personnel policies and procedures.

Required Qualifications:

- Administrative experience

Preferred Skills:

- Microsoft Suite