

Job Opportunity

December 21, 2018

HR Assistant Coordinator/ Representative Payee

-- Full-time position, M-F 8-5

Reports to: HR Coordinator

General Job Duties Include: With direction from the HR Coordinator, provide office support in Humboldt, assist the HR Coordinator with tasks related to human resources, and provide representative payee services for individuals receiving services.

Qualifications: Associate degree (A.A.) from a college or university; or one to two years related experiences and/or training; or equivalent combination of education and experience. Strong organization, clerical and interpersonal skills are a must. Preference given for previous representative payee experience and lives in the Humboldt County area. Some travel to Fort Dodge will be required for this position.

Closing Date: Will remain open until filled