

Town of Exeter
Exeter NH 03833

JOB VACANCY

Date of Notice: November 18, 2024
Position: **Human Resources Assistant**
Pay Rate: \$22.95-\$25.83/ Hour
Closing date: Open until Filled

Requirements: The Town of Exeter is currently seeking a part-time Human Resources Assistant for up to 20 hours per week. This position is responsible for multiple administrative functions specific to the Human Resources department. This position will assist the HR Generalist with various tasks related to employee records, benefits, changes, data entry and deductions. They will assist with filing employee records, organizing filing cabinets and file storage room. They will also help maintain and update the Human Resources section on Town website. Successful applicant will be detail oriented, flexible, have excellent verbal and written communication skills. Must be able to maintain strict confidentiality and exercise discretion in delicate situations.

Qualifications: Required education level of an associate's degree in Human Resources or related field. A combination of some higher education beyond high school and a human resources certification will be considered. Knowledge of human resources practices, payroll and benefits administration is required. Knowledge of MS Office including Word and Excel required. Experience with Munis software and union contracts is a plus.

Applications available on Town website: www.exeternh.gov

Email application, cover letter and resume to: HR@exeternh.gov

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.