

TITLE: HR Temp/ HR Manager

PAY RANGE: HR Temp: \$20 - \$22

HR Manager Need to speak with the team/ 60-65k

SCHEDULE: M-F 7-3

START/DURATION: Asap/ Temp/ Quick Hire

JOB DUTIES

TEMP Job Duties: 1-2 years exp basic HR tasks, benefit experience, helping with interviews, recruiting, PTO requests, attendance. Computer work, dealing with employees, assisting Tina.

HR Manager- receiving formal job description.

SKILLS/ABILITIES: independent organized knowledgeable friendly team player good at managing time.

PRE-EMPLOYMENT REQS: They are double checking but at the moment no pre-e

PHYSICAL REQUIREMENTS:

DRESS CODE: business casual

PPE: N/A