

PLEASE POST

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TO: ALL EMESH EMPLOYEES/OUTSIDE APPLICANTS

FROM: HUMAN RESOURCES

DATE: January 31, 2025

RE: Human Resources Assistant

The Human Resources Office is now accepting applications for Human Resources Assistant

SALARY: Annually \$26,185.60
Monthly \$2182.13 / \$12.55

WORKING HOURS: Monday – Friday
8:00 a.m. to 5:00 p.m.

EDUCATIONAL REQUIREMENTS/POSITION REQUIREMENTS:

Requires a High School Diploma or high school equivalency
2-4 years of experience.

Must have strong written communication skills

Must have knowledge of HR process and procedures

Must have computer skills such as Word, Excel, etc.

POSITION SUMMARY:

- Supports day-to-day HR operations
- Maintain employee records
- Assist with the new hire onboarding process
- Assist with the MS State Department of Health Aide certifications, maintain license book for nurses, nurse practitioners, social workers, cosmetologists, etc
- Assist with obtaining PRS from supervisor and ensure they are correct
- Verify employment when needed
- Assimilate and maintain records of required documents for new hires and all employees
- Other duties as assigned.

Anyone who meets the qualifications and wants to apply should apply on the MSPB website no later than 02/09/2025. For more information contact Monica Husband @ 601-581-7847.