

New Job Posting

May 26, 2022

Human Resources Assistant—City of Shawnee, Kansas

Come join a team of energetic high performers in the City of Shawnee's HR Department! The City is currently seeking a part-time Human Resources Assistant to perform administrative tasks that help to support effective and efficient operations of the Human Resources Division. The HR Assistant is a variable position that will allow for flexible scheduling up to 20 hours per week. This is a part time variable position working up to 20 hours per week year-round. Normal business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. There is flexibility in how the hours are; this will be determined at time of hire. The position may require occasional attendance at evening/weekend City activities.

Responsibilities: Compiles, updates and imports employee records. Assists with City recruiting efforts to include communication with applicants, organizing recruitment materials, and scheduling interviews. Prepares new-hire packets. Assists the Human Resources Recruiter with the employee on-boarding processes. Provides administrative support as needed with mailings, labels, memos, forms and reports. Research's and collects data for various Human Resources initiatives. Performs periodic audits of HR files and records ensuring all required documents are collected and filed appropriately. Assists in the organization and execution of employee special events and initiatives. Serves as the Secretary for internal employee committees; responsible for drafting and posting meeting minutes. Works with seasonal pool staff to ensure smooth on-boarding efforts.

Minimum Qualifications: High school diploma or the equivalent. Possession of a Bachelor's degree would allow for a higher level of compensation. Must have excellent customer service skills, computer skills, and the ability to maintain confidential information. Able to prioritize tasks and handle numerous assignments simultaneously. Excellent organizational skills and attention to detail. Proficient in Microsoft Office Suite and internet applications. OR Any combination of education and experience that provides the knowledge, skills and abilities to successfully perform the responsibilities identified in this job posting may also be considered.

Compensation: *The pay for this variable part-time position begins at \$15.00 (DOQ).*

Apply Online: All applications should be submitted online at <https://www.cityofshawnee.org/jobs>

To advertise your position through our network, please send the job ad to [IPMA-HR Job Blast](#).

As a reminder, you can always see current job postings at https://www.ipma-gkc.org/employment_opportunities.php

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