

NOW HIRING



“This institution is an equal opportunity provider.”

Office Technician – HR

Central Office – 40 hrs/wk

240 DAY ANNUAL WORK SCHEDULE

TITLE OF POSITION: OFFICE TECHNICIAN -- HR

SUPERVISED BY: Human Resource Coordinator

GENERAL RESPONSIBILITY: Performs variety of human resources technician duties with general supervision. These duties include recruitment, processing and maintaining personnel files, and records.

MINIMUM QUALIFICATIONS:

- Prefer an Associate’s degree from an accredited college and/or outstanding experience in Human Resource or other related fields. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Standard office practices and procedures, including filing and records management.
- The function and use of standard office equipment.
- Computers and computer applications including spreadsheets, databases, and word processing.
- Business English, including spelling, grammar and punctuation.
- Business arithmetic.
- Must be able to organize and follow to completion projects and tasks assigned by HR Coordinator.

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Please send a letter of interest to:

Central Office, P.O. Box 100, Guernsey, WY 82214
or email danielle.wondercheck@wyomingchild.org by **2/17/17**.

See Office Technician-HR job description for more detailed information at www.wyomingchild.org



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