

**Part Time HR Assistant**  
City of Roswell GA

The City of Roswell GA Human Resources Division is searching for a part-time HR Assistant. The hours are approximately 9am – 2:30pm, Monday – Friday, and can be flexible if needed, but not to exceed 29 hours per week.

Prior HR experience is a significant plus!

The role consists of part-time administrative support to a very busy Human Resources division staff of 7. The HR division supports 600 full-time employees, and up to 1100 employees depending on the seasonal operational needs. Responsibilities include routine clerical functions, filing, typing, scheduling, e-mail correspondence, answering telephone calls, providing customer service, maintaining files/records and other related HR duties.

Requirements:

- College education is preferred, but HS / GED is the minimum,
- 3 years of office / administrative work required,
- Proficient with Microsoft, to include Word, Outlook and Excel,
- Typing skills should be in excess of 40 wpm.

Must be professional & able to handle extremely confidential information. Must be able to work independently with minimal supervision.

Pay:

- Between \$15.00 and \$17.00 per hour based on qualifications and experience.
- This position does not include medical insurance / benefits.

Interested applicants should submit a completed City of Roswell application with resume via [www.roswellgov.com/employment](http://www.roswellgov.com/employment).

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*