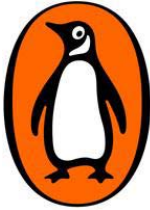


Human Resources Assistant



Penguin Group

Our Human Resources department is looking for a customer service-oriented person to assist the HR Director and the Executive Director of Training and Development. While balancing several administrative responsibilities, this **Human Resources Assistant** will be exposed to many facets of the HR field and interact with employees at all levels of the organization. In addition to responding to employee inquiries on a daily basis, the HR Assistant will assess the needs of two supervisors and handle other tasks such as administering the company's tuition reimbursement program and assembling orientation packets.



General HR responsibilities include:

- Sending out and logging in performance evaluation forms
- Entering data and running reports using Microsoft Excel and Access
- Assisting with recruitment by posting ads and conducting reference checks

Training-based responsibilities include:

- Operating our learning management system by entering data and generating enrollment confirmations and reminders
- Assembling training notebooks under the supervisor's direction
- Coordinating the company's Brown Bag speaker series, as needed

Please apply for this position if you meet the following requirements:

- 4 year college degree or equivalent work experience
- Prior office experience
- **Excellent PC skills including Microsoft Excel and Access**
- Excellent organizational skills with the ability to manage multiple priorities
- Superb attention to detail
- Interest in Training and/or Human Resources a plus

To apply, please send your cover letter, salary requirements and resume to jobs@us.penguin.com. Please indicate the position you are applying for in the subject line.

No phone calls/agencies.

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