

Human Resources Assistant

Chippewa Falls, WI



Qualifications

- ◆ Associates degree, or High School Diploma
- ◆ Strong interpersonal and organizational skills and knowledge of Microsoft Office Suite
- ◆ Two years of related work experience.
- ◆ Successful completion of a Department of Justice background check or equivalent

Job Summary

The purpose of this position is to provide support for the Corporate Human Resources offices. The successful candidate will be relied upon to meet practical and regulatory needs of the organization in a manner that leaves a lasting and favorable impression of our organization. Each day the professional will be relied upon to assist in the recruitment, retainment, with diligent customer service. The position includes support to individuals with different abilities; concentrating on an individual's abilities rather than a possible disability. Join our growing team meeting our mission everyday.

“ At times we are greeted with tasks that on the surface seem mundane, yet what we do matters. We support a mission and see the effects of our labor. Make a difference with us.

Scott Krueger, Human Resources

CRI intends to hire a qualified candidate to support the HR team. Hours flexible twenty hours per week anticipated.

Communities Served:

- Chippewa Falls
- Eau Claire
- La Crosse
- Menomonie



**Starting Pay
\$15.00 per hour
Full Benefits**

Daily Tasks:

- Professional knowledge of Microsoft programs such as Excel, Outlook Calendars and Publisher necessary.
- Data entry for recruitment and retention efforts
- Correspondence and spreadsheet updates related to external agencies/ employee information.
- Relief reception tasks at front office, including door, phones and sign-in procedures.

if interested send to skrueger@crind.org or call 715-726-7822 for assistance.

Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.