



Human Resources Assistant

Glenview Park District

Contact Name: Sheila Diamond

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Contact Phone:

Closing Date:

Salary: Starting at \$26.60/hour DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Human Resources Assistant (Full Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Reporting to the Human Resources Director, the Human Resources Assistant is responsible for providing a wide variety of general administrative support functions for the Human Resources Department and the Administrative Operations Division. Examples of duties include:

- Enter and maintain data within the HRIS system
- Process criminal background checks for employees and volunteers; receive results; file appropriately
- Set appointments, create and update spreadsheets
- Collect internal benefit forms; notify facilities as appropriate
- Assist with the recruitment process: post advertised jobs, schedule interviews, correspond with candidates
- Assist with coordinating training programs throughout the district; set the calendar for training, maintain attendance records, assist with material development
- Coordinate all new hire onboarding activities
- Assist with payroll related functions
- Order supplies for the department
- Assist with incoming and outgoing mail, manage phone calls and respond to general inquiries and requests
- Maintain integrity and confidentiality of employee information

QUALIFICATIONS

The ideal candidate will have a minimum of a High School Diploma and some college is highly desirable. At least 1-2 years of Human Resources related work experience desired. Excellent communication & organizational skills and strong technical ability (MS Outlook and MS Office) and

the ability to learn additional software and systems (RecTrac,,Applitrack Tyler Incode, TimePro) is required. Valid Illinois driver's license required.

SCHEDULING & PAY

This is a full time non-exempt (hourly) position. Hours are Monday – Friday, 8:30am – 5:00pm. Target hiring range is starting at \$26.60/hour (\$55,337 annually) DOQ (commensurate with qualifications and experience).

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Reimbursement Program
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

ALL APPLICANTS, APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: Open until filled

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*