

**Temporary Support Staff – Human Resources:** Pro Action is seeking applications for a full-time, temporary position in our Human Resources office, to begin in September, 2018.

This position will provide assistance with the clerical and administrative functions of Human Resources. Responsibilities will include preparing and maintaining personnel files, accurate data entry, filing, and preparing and mailing correspondence. Will assist with conducting reference checks and scheduling interviews for multiple departments. Will assist with the recruitment of new employees by posting employment vacancies with various online resources, addressing inquiries by phone and in-person and other tasks as assigned. Will provide efficient and responsive customer service to co-workers and prospective employees.

This position requires a High School diploma and experience in an office setting. Must be proficient with Microsoft Office and comfortable using web based applications for data entry. Must be highly organized and have excellent attention to detail as well as strong communication and customer service skills, both in-person and on the telephone.

Please send a letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) EOE.