



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Human Resources Assistant

Division: Human Resources

Supervisor: Associate Director for Human Resources

FLSA Status: Non-Exempt/ Non Union

Qualifications:

1. Associate's degree in Human Resources or Business Administration preferred.
2. One (1) year of experience assisting in the human resources or labor relations field.
3. Two (2) years experience working with computer applications especially using Windows environment for word processing, data base, spread sheet applications and Internet.
4. Valid Michigan Drivers License and access to reliable transportation required.

Job Mission:

To provide supportive human resources services that are responsive to the needs of OLHSA staff and the community.

Essential Duties:

1. Maintain and process all records, files, and documents.
2. Assist in resolving human resources issues in a helpful, professional and courteous manner.
3. Provide human resources customer service.
4. Recruits and makes recommendations for hire, placement, and promotion for staff positions up to the manager level and orients new staff members.
5. Generate human resources correspondence.
6. Carry out other duties as assigned.

Hours & Wage

\$18.65 per hour

40 hours per week; 52 weeks per year

Location

Pontiac

Deadline to Apply

OLHSA IS A DRUG FREE WORKPLACE AND EQUAL OPPORTUNITY EMPLOYER

Job Title: Human Resources Assistant

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	3	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	No	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	11-25 lbs	

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: Oct 3, 2024