

# **JOB OPENING**

City of Auburn, Indiana

## **Human Resource Professional / Mayor's Office Administrative Assistant**

### **Job Summary/Essential Functions:**

The Human Resource Professional / Mayor's Office Administrative Assistant is an appointed full-time salaried position providing administrative and clerical support to the Mayor involving variable procedures or work methods using reasonable initiative and discretion, handles correspondence and calendar, and prepares materials for meetings and public speaking events. Applicant must work in accordance with established policies and procedures to plan and coordinate Human Resource functions. Responsible for coordinating the hiring, disciplining, and termination of employees according to State and Federal guidelines, while working with related department leaders and/or supervisors. Ensures compliance with local, state, and Federal labor laws. Coordinates workers' compensation, safety programs and employee benefits.

Physical demands are described as "light"

Basic Requirements: Bachelor Degree in Human Resource or related relevant focus. A minimum of three (3) years of human resource experience. Three (3) years of experience in office management and executive administrative assistance. Extensive hands-on experience may be considered in lieu of a college degree. Good communication skills, both verbal and written are required. Good computer skills, including a working knowledge of Microsoft Professional Office Suite products applied in a Windows environment.

**E-Verify Employer  
Equal Opportunity Employer  
Drug Free Workplace**

### **Submit completed application and resume to:**

City of Auburn, Human Resources

P.O. Box 506

210 E. Ninth Street

Auburn, IN 46706

Email: [humanresources@ci.auburn.in.us](mailto:humanresources@ci.auburn.in.us).