

JOB OPENING

HUMAN RESOURCE ASSISTANT

Northwest Tennessee Development District is seeking a person to provide assistance in the Administrative Human Resources Department. This position reports directly to the Human Resources Director.

Duties May Include:

- Calculating workers compensation premiums and assisting with workers compensation audit
- Preparing unemployment insurance reports
- Calculating longevity pay
- Maintaining personnel files
- Calculating annual leave, sick leave, and compensatory time
- Assisting employees with benefits
- Be able to correspond with auditors when needed
- Other duties as assigned

Qualifications:

- Bachelor's Degree in relevant field.
- Excellent math and communication skills.
- Strong working knowledge of Microsoft Word, Excel, and Power Point.

Interested parties should email letter of interest and resume to Emily.Payne@nwtd.org no later than January 15, 2021 at 10 a.m.

Northwest Tennessee Development District and Human Resource Agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.