

HR Specialist

Location: Melville, NY

9am-5pm

Temporary Position -

Maternity Leave replacement

Starting early January 2018

\$18/hr

Assist HR Manager with all aspects of HR functions

Handle terminations, resignations, government reportings, vacation tracking,.

MS Office

HRIS /Payroll systems a plus

Please email resume to Heather Cost Access Staffing

hcost@accessstaffing.com