

HR ADMINISTRATIVE ASSISTANT (Position # 1212)

AEROFLEX PLAINVIEW, INC.

**Aeroflex, is a worldwide electronics leader and global provider of high technology solutions to the aerospace, defense and broadband communications markets. The Company's diverse technologies allow it to design, develop, manufacture and market a broad range of test, measurement and microelectronic products.**

**The successful candidate will have experience in all aspects of Human Resources; in addition will assist with the administration of the day-to-day operation of the H/R function and duties including recruiting, benefits, training, etc. Will require excellent communication and interpersonal skills. Must be able to maintain a high level of professionalism and confidentiality in all situations. Position offers a full benefit package, including 401K, and tuition assistance.**

**Requires: Bachelor's Degree or 3 years of related experience.**

**Compensation: \$30-35K**

**Aeroflex Plainview is a equal opportunity employer M/F/D/V**

**TO APPLY: PLEASE SUBMIT YOUR RESUME TO WENDY CAMPBELL AT [employment@aeroflex.com](mailto:employment@aeroflex.com)**