

Human Resources Coordinator- 6/22/20

Human Resources -bilingual

This position requires a bilingual Spanish speaker and strong administrative skills. You will assist in maintaining confidential employee records and be involved in talent recruiting and employee relations. The ideal candidate has experience using HR software and tools. One to two years of administrative experience necessary. This is a back of the house position with limited daily contact with employees. Expect a casual dress code and atmosphere at this large food production company in West Michigan.

Position Type: Full-time

Pay Range: \$19.00 - \$21.00 hour

Applicants should send their resume and cover letter to:
penny@teamworkforce.com