



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Human Resources Department - Ft. Defiance, AZ
SALARY : \$18.4703 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the first of four levels in the Human Resources series. Incumbents perform specialized functions in support of NHA's recruitment activities. Responsibilities may include reviewing applications to determine candidate qualification; conducting interviews and preparing recommendations for hiring managers; maintaining recruitment plans and all related documentation; preparing Personnel Action Forms; maintaining job vacancies; and coordinating recruiting events. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Participates in hiring and recruiting activities, which includes maintaining job vacancies, coordinating recruiting events, and making hiring recommendations for managers.
- Prepares a variety of HR documentation including Personnel Action forms, employee records, and related information; enters a variety of information into databases; compiles data and prepares related reports.
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources programs, job opportunities, and/or related information.
- Performs basic office duties, such as copying, filing, faxing, typing standard documents; preparing, sorting, and distributing mail; and entering data.
- Performs other duties of a similar nature or level.

Required Skills:

- Preparing reports;
- Compiling and organizing information;
- Providing customer service;
- Maintaining a variety of records and logs;
- Maintaining confidentiality;
- Coordinating events;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate in human resources, or related field; and two years of recruiting, or related human resources experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.