



Job Opportunity

To: General Public

From: Susan McGuire
Chief of Human Resources

Date: September 10, 2018

Human Resources is accepting applications for the position listed below. Any person interested in applying for this position must submit an application along with your resume to The Housing Authority of Columbus, Georgia (HACG) Human Resources Department.

Position: Human Resources Assistant
Full Time / Benefits Package Provided

Location: Central Office
1000 Wynnton Road
Columbus, Georgia 31906

Pay Rate Hourly: \$15.64

Closing Date: Until Filled

Required Skills: This work relates to the Authority's Human Resources and personnel management function. The successful candidate is responsible for providing assistance in the hiring and maintenance of employees. This position is also responsible for providing support in the administration of benefits. Reporting to the Chief Human Resources, this position is responsible for the maintenance and administration of the job classification system, assisting with various personnel functions, and various other related tasks as required. Prior Human Resource management is a plus. Please refer to the job description for the full scope of duties.

This job posting is also listed on our website. (www.columbushousing.org)

Equal Opportunity Employer. Drug Free Workplace.

No telephone calls will be accepted. No resumes will be accepted unless you meet the minimum qualifications for this position.