



COUNTY OF MERRIMACK
invites applications for the position of:

Human Resources Generalist

SALARY: \$21.04 - \$29.31 Hourly
DEPARTMENT: Human Resources
OPENING DATE: 10/12/21
CLOSING DATE: 10/25/21 11:59 PM
SHIFT: Monday through Friday 8:00 am -4:00 pm
FLSA: Non-Exempt/Hourly

JOB SUMMARY:

Prepares processes and updates personnel records, Human Resources Information System, and benefits related to County employees while promoting a positive working environment.

SEE JOB DESCRIPTION FOR ADDITIONAL DETAILS:

<https://www.governmentjobs.com/careers/Merrimack/classspecs>

REQUIRED EDUCATION & EXPERIENCE:

EDUCATION: Associate's Degree from a recognized college or technical institute with major study in Human Resources or Business Administration preferred.

EXPERIENCE: Two years office/secretarial work with computer usage preferred, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

CERTIFICATION: Ability to obtain Notary of Public status.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Background check will be required of all conditional hires.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.merrimackcounty.net>

Position #2021-00068
HUMAN RESOURCES GENERALIST
JM

333 Daniel Webster Highway, Suite 2
Boscawen, NH 03303
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