



HR Assistant:

GoTriangle has an opportunity for the individual who seeks a mixed position that requires the ability to multi-task in a dynamic environment. The position is HR Assistant. To be an HR Assistant at GoTriangle an individual must have strong computer skills inclusive of the Microsoft Office Suite plus database application. The successful candidate works at a front desk location that requires an ability to greet visitors/employees while simultaneously performing administrative type HR duties and responsibilities.

Duties include (but not limited to):

- Punctuality/Reliability in Attendance
- Integrity
- Confidentiality and the deportment needed to retain it
- Demonstrated Interpersonal skills for face to face and telephone communications
- Analytical skills for interpreting data
- Accuracy when creating and transferring data

We seek either a college graduate or a person who has worked at a front desk position previously for a minimum of three years. All candidates will be tested in the use of Microsoft Office Suite by a third party.

Salary range is \$24,941-\$46,635 and a comprehensive benefits package is offered. Interested candidates can email resume/cover letter to: jobs@gotriangle.org or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls please. We are an EEO employer.