

State of New Hampshire Job Posting
NH Liquor Commission
Human Resource Department
PO Box 503, Concord, NH 03302
Labor Grade:14
Part Time Human Resources Assistant III
Position # TMPPT5132
\$15.91
Closes: August 4, 2016

Summary:

Provides administrative support to the Human Resources Department on all personnel matters.

Responsibilities:

Provides exceptional customer service to our employees and guests by answering standard questions while maintaining employee confidentiality including being the first point of contact for all incoming calls and guests to the HR Department. Takes messages for and/or transfers calls to the appropriate personnel.

Corresponds with applicants and guests regarding employment opportunities including correspondence related to the candidate. Assists in the process of posting of vacancies in the State of NH Personnel system and tracks vacancies using the Liquor Commission internal process.

Participates in the recruitment process by reviewing, recording, and distributing applications including preparing the necessary documents, scheduling, and welcoming candidates for an interview. Participates in the exit interview process by preparing the necessary documents, scheduling and processing the interview, or conducting the exit interview.

Responsible for administrative functions related to scheduling meetings, receiving, sorting, and forwarding incoming mail. Coordinate the pick-up and delivery of express mail items. Compose the office supply orders, receive, and stock the office supplies.

Compiles information relative to Human Resources for reporting purposes by preparing a variety of forms and reports to support the Commission's goals and objectives.

Other information:

Education: Associate's degree from a recognized college or technical institute with major study in personnel or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' responsible clerical work experience, with at least one year of supervisory duties, at a level equivalent to Human Resources Assistant II involving personnel records maintenance or obtaining, providing and evaluating information concerning employment activities. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid Driver's License for travel to other commission sites or training locations.

SPECIAL REQUIREMENTS:

For appointment consideration Human Resources Assistant III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

In addition, applicants will be subject to a reference and criminal background check.

For further information please contact : Cathy Thornton 603-230-7052
hr@liquor.state.nh.us

EOE

TDD Access: Relay NH 1-800-735-2964

Cathy Thornton

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