

Human Resource Assistant – Part time

Musician's Friend is seeking a Human Resources Assistant. We are the nation's largest direct marketer of music gear. We were recently voted #39 by Internet Retailer in their 2008 Top 500 Guide. If you want an opportunity to impact a growing industry leader this is your chance.

The Human Resources Assistant provides clerical and administrative support for the Human Resources department.

Major responsibilities of the position are listed below. To perform the job successfully, an individual must be able to execute each essential duty satisfactorily. Other duties, assignments and specific projects may be assigned at the discretion of Management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential duties and responsibilities:

- Creates and maintains accurate employee personnel files and termination files.
- Files all current and past employee documentation.
- Assists with event planning and general office support.
- Performs photocopying, faxing, and shredding activities.
- Assist department managers with various clerical and administrative matters.
- Others duties as assigned.

Education & Experience:

- High school graduate or equivalent.
- Typically requires 1-2 years experience in a Clerical/Administrative environment.
- Experience working with confidential or sensitive information preferred.
- Or equivalent combination of education and experience.

Skills and abilities:

- Effective oral and written communication skills, with ability to communicate with all levels of staff.
- Proficiency with MS Word, Excel and database programs.
- Accuracy in data input, with a strong attention to detail.
- Capable of organizing, prioritizing and multi-tasking assignments.
- Possess a high level of self-motivation.

Physical demand & work effort

- Typing, sitting, standing, walking.
- Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness in an office environment.
- Minimal lifting requirements generally between 1 and 10 lbs.
- Compliance with company attendance standards.
- FLSA Status: Non-exempt, hourly. Part –time, Monday – Friday.

How to apply:

- Submit a resume to: jobs@musiciansfriend.com or fax to 541-772-1482.
Location: Medford, Oregon