

**Appalachian Crossroads is seeking a Human Resource Administrator/
Administrative Assistant.**

The ideal candidate should hold a Bachelor's Degree in the related field or a minimum of 3 years' experience in Human Resources. Candidate must:

- Have effective communication, interpersonal, and organization skills.
- Have in depth knowledge of Department of Labor regulations and HR best practice.
- Have the competence to build and effectively manage interpersonal relationships at all levels of the agency.
- Have the ability to provide agency administrative support to the Executive Director.
- Ensure Corporate Compliance as required.

This position comes with a generous benefits package including: Annual Leave, Sick Leave, Personal and Evaluation Leave, Health Benefits (Employee premium paid by employer), Short Term Disability, 13 paid holiday's and 401K.

Deadline for submission: Wednesday, July 28, 2021

Appalachian Parent Association, Inc.

Appalachian Crossroads
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Equal Opportunity Employer/Male-Female