



Human Resources Clerk

Part Time HR Clerk will provide clerical support to HR Staff while performing a range of HR functions including employee relations, general filing, faxing, copying, and answering routine calls and general HR questions. High School Diploma or equivalent required. Must have experience in an office environment, computer skills, good written and verbal communication skills.

EEO Employer

Please turn your resumes in to the Human Resources Department, 100 N. Main Street, Suite 104,
Clinton, TN 37716-3616 by Friday, August 30, 2013