



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT

The Missouri Public Service Commission is seeking an efficient and results driven individual to fill the Senior Office Support Assistant position in our Human Resources Department in Jefferson City.

This position performs a variety of Human Resource duties including greeting visitors, maintaining the HR office, scheduling meetings and conferences, planning and organizing recognition events and programs, preparing letters and reports, and developing charts, graphs and spreadsheets. This position is responsible for file maintenance, data entry, applicant and tuition assistance processing, posting job advertisements, assisting with interview processes and time keeping. Candidates should enjoy working in a high-volume, fast-paced environment, where extensive internal and external customer contact requires exceptional customer service skills.

Qualified candidates must possess a minimum of three years experience in office or related clerical work and graduation from a high school or GED certificate is required. Candidate must possess excellent organization, problem-solving, multi-tasking and written and oral communication skills. Must be a self-starter, detail-oriented, motivated to take initiative, able to prioritize assignments, and work effectively in a team environment where accuracy and attention to detail are essential. Personal computer experience is required with a working knowledge of Microsoft Word, Excel, PowerPoint and Access software applications. Experience working in the Statewide Advantage for Missouri system (SAM II HR/Payroll) and/or web-based applications is preferred.

Starting annual salary range is \$28,908 – \$30,384 with a potential increase at the end of a successful probationary period. To be considered for this position, please submit an application, resume, a copy of all college transcripts and references by 5:00 pm **January 15, 2016** to: Missouri Public Service Commission, **Reference Number AD010116**, PO Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit http://psc.mo.gov/General/Career_Opportunities.

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