



Pine Mountain Club
Property Owners Association, Inc.

CAREER OPPORTUNITY

Human Resource Clerk (Trainee) **Full time benefited position** **\$14.00/hour to start**

This person will be trained to be responsible for all HR functions including but not limited to recruitment and selection, induction and orientation, training and development, compensation management, career planning, performance management, grievance handling, general administrative matters and should be well conversant with the application of all governing rules and regulations pertaining to human resource including prevalent labor laws. Eventually this position will have the potential to become the Human Resource On-site Specialist.

Only the candidates meeting the following skill should apply:

Should be able to deal with all HR Functions

Should have excellent skills in typing

Should have excellent skills in Microsoft Word

Should have excellent skills in Microsoft Excel

Should have excellent skills in Computers

Should have strong interpersonal skills

Candidate having no experience may be considered for appointment as HR Clerk Trainee

Interested candidates matching the above criteria can pick up an application at the front desk in the Business office. **Testing will cover the above criteria for all candidates.**

Drug/alcohol screening. DMV check. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, P.O. Box "P", Pine Mountain Club, CA 93222.



Pine Mountain Club
Property Owners Association, Inc.

CAREER OPPORTUNITY FOR CURRENT EMPLOYEES

Human Resource Clerk (Trainee) Full time benefited position \$14.00/hour to start

This person will be trained to be responsible for all HR functions including but not limited to recruitment and selection, induction and orientation, training and development, compensation management, career planning, performance management, grievance handling, general administrative matters and should be well conversant with the application of all governing rules and regulations pertaining to human resource including prevalent labor laws. Eventually this position will have the potential to become the Human Resource On-site Specialist.

Only the candidates meeting the following skill should apply:

- Should be able to deal with all HR Functions
- Should have excellent skills in typing
- Should have excellent skills Microsoft Word
- Should have excellent skills Microsoft Excel
- Should have excellent skills Computers
- Should have strong interpersonal skills

Candidate having no experience may be considered. Position opens July 1, 2019. Testing for employees will begin in May. Outside candidates will be considered in June.

Interested candidates matching the above criteria can pick up an internal (used for employee transfers) application at the front desk in the Business office. **Testing will cover the above criteria for all candidates.**

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