

Human Resources Assistant

The **Potomac Center, Inc.** has an immediate opening for a **full-time**, 40-hour Human Resources Assistant in the Administration Office at Romney. Consideration will only be given to candidates with a degree in a business-related field. Prior experience is preferred. The successful candidate must be proficient in the Microsoft Office Suite – (Excel, Word, Access), possess a good sense of prioritization, time management skills, and an understanding of a wide range of support activities within the HR Department. A competitive salary and desirable benefit package is being offered. Send résumé and salary requirements by March 20, 2020 to: Potomac Center, Inc. Attn: Karen Fisher, Human Resources Officer, One Blue Street, Romney, WV 26757; (304) 822-3861 ext. 129, kfisher@potomaccenter.com or complete an application on line at www.potomaccenter.com E.O.E.