

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY OF AROOSTOOK
HUMAN RESOURCES SPECIALIST

COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

The County of Aroostook has an exciting, anticipated opening for a full-time Human Resources Specialist to work in the Caribou Office. This new position will perform a variety of administrative tasks and services to support effective and efficient operations of the Human Resources Department. This position reports directly to the Human Resources Director.

Duties/Responsibilities:

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring process, etc.
- Assists with recruitment process including scheduling of interviews, references, and background checks.
- Assists with new hire orientation process and other onboarding work.
- Assists with training, performance management, workers' compensation, employee wellness program and various other HR related projects.

Required Skills/Abilities:

- Excellent verbal, written, and interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Ability to work in a fast-paced environment with quick turn-around time and high expectations for attention to detail and organizational skills.
- Must possess excellent customer service skills, be self-motivated, responsive, accept direction, and be a team player. Desire to learn and expand knowledge base is important.
- Proficient in Microsoft Office applications or related software. Previous experience using Human Resources or Payroll Software a plus.
- At least 2 years in a similar administrative office support position.
- Must be able to successfully pass a criminal background check.

Qualified applicants should mail cover letter, resume and three work related references to:

Aroostook County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Ste. 1
Caribou, ME 04736

Or email to christina@aroostook.me.us

Job will remain open until a suitable candidate has been found.

The County of Aroostook in an Equal Opportunity Employer.