

PERFORMANCE, INC. has an immediate opening for A Human Resource Assistant at our Corporate office located in Chapel Hill, NC.

BRIEF JOB DESCRIPTION:

The Human Resource Assistant will be responsible for producing monthly reports, retail supplies, maintaining and ordering forms and supplies, maintaining employee files, employee relations, receptionist duties and other duties as assigned.

QUALIFICATIONS:

- Excellent communication skills
- Must be proficient with Excel and Microsoft Word
- Must be able to handle employee issues in a confidential and professional manner
- Must be able to handle a variety of tasks.
- Previous HR Experience preferred
- Bilingual (English/Spanish) preferred

Please send your resume to humanresources@performanceinc.com OR mail resume to Human Resources, PO Box 2741, Chapel Hill, NC 27514

LOCAL CANDIDATES ONLY PLEASE.