

Department of Labor and Industrial Relations

Career Opportunity

89-Day Non-Civil Service Appointment

Human Resources Assistant IV

Full-time, Part-time

NC23-10

\$18.23 per hour

Date of Issue: January 28, 2023

LAST DAY TO FILE APPLICATIONS: Continuous

Please apply immediately as this recruitment may close at any time.

Duties and Responsibilities include but are not limited to:

Perform clerical/technical support services in recruitment and placement, position classification, personnel transactions, and personnel administration services for various divisions of the department.

Minimum Qualification

High school diploma or equivalent

Bachelor's degree desirable

Preferred Skills and Abilities

- Experience in a fast-paced work environment, knowledge in human resources is a plus
- Attention to detail
- Customer Service
- Effective communication
- Ability to operate office equipment

Pay Rate

\$18.23 per hour

Work Hours

Office hours : 7:45 am to 4:30 pm, Monday to Friday

- Full-time: up to 40 hours per week
- Part-time: at least 19 hours per week

Work Location

Downtown, Honolulu

To apply : **Email** the following items to DLIR.HRO.ADMIN@hawaii.gov

- **Application** (required)
All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume** (optional)
- Please indicate your preference of work hours (i.e., full-time or part-time) in the email

Notice of "At Will" Employment

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "at will", which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.