



TOWN OF SAUGUS

HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

Job Posting

Human Resource Assistant (Full-Time)

Applications are being accepted for a full-time Human Resources Assistant for the Town of Saugus. The ideal candidate will be detailed oriented, computer savvy (including Excel Spreadsheets and Charting), an effective communicator, able to work on multiple projects simultaneously, keep matters confidential, work with our Payroll Department and other Departments throughout the Town, be able to manage all employee benefits, manager all files and update them on a regular basis, be able to develop new systems as needed, be able to work independently, be able to think outside the box, collaborate with other personnel to effectively serve our employee's needs. Must be able to keep office and all paperwork organized. Must have an AS (BS Preferred) or 4+ years human resources (or similar) experience. Municipalities experience a plus. Must have good oral and written communication skills and a thorough knowledge of Microsoft Office and be able to navigate the internet.

Applications will be accepted until position is filled.

Please email applications/resumes to: lcrowley@saugus-ma.gov

Town of Saugus
Lisa R. Crowley
Director of Human Resources
298 Central Street
Saugus, MA 01906

Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, material status, transgender or disability.