



HR Assistant

Taconic, a global leader in the manufacturing of PTFE coated fiberglass fabric, belts and tapes has an opening in our corporate office for an HR Assistant to assist with the day-to-day duties of the human resources department and support a wide range of HR activities such as administrative tasks, recruitment, and employee record keeping.

Associate's degree in human resources or related field required. The qualified candidate must possess a minimum of two years of related human resource experience. Must be able to work in a fast-paced environment with ability to prioritize based on changing work conditions. Experience with MS Office required. Must be familiar with ADP. Excellent organizational, communication, interpersonal, problem solving, and time management skills required along with a strong attention to detail. Must maintain a high level of professionalism with ability to maintain confidentiality in all human resource matters.

We offer a competitive benefits package including medical, dental, vision and life insurance, a competitive compensation and retirement package, tuition assistance, vacation, a business casual work environment and more! For immediate consideration please email your resume to hr@4taconic.com.

136 Coonbrook Rd.
Petersburgh, NY 12138
www.4taconic.com EOE/AAP

Salary range \$52,000 - \$58,000 per year.