

LOCATION: P/T HR ADMINISTRATOR

LOCATION: Northport

Beautifully located in the village of Northport, Visiting Nurse Service and Hospice of Suffolk, a non-profit home health/hospice care organization has an excellent opportunity for an HR Administrator to work approximately 20-25 hours per week. Must be hands on, detail-oriented individual. Generalist activities will include: recruitment coordination, review resumes, handle benefits processing, new hire paperwork, orientations, work with training and development plus more. Requires two years of generalist experience in HR. Knowledge of Word and Excel. HRIS a plus. Bachelor's degree.

This position will work closely with an outside HR Consultant—do not contact VNS directly for this position. Submit resume with salary history/requirements to: barbara@seacoveconsulting.com or fax to 631-757-0852.

Barbara J. Stahl, PHR

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specializing in Human Resources

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