



May 7, 2025

POSITION VACANCY NOTICE

Human Resources Assistant/Board Office Secretary

Supports the Human Resources (HR) department by entering new hire demographics, processing employee fringe benefits and compensation adjustments, coordinating interview schedules, maintaining HR databases and electronic filing system, along with other HR related activities. Provides reception coverage for the Bay-Arenac Behavioral Health Board office as needed.

Qualifications

Minimum of an Associate's degree in a business related field. May consider 5 years of applicable experience in lieu of degree. Experience working in Human Resources, including familiarity with the processing of employee benefits is preferred. Must be able to meet minimum standards related to information systems applications commonly used in business settings, and general office machinery. Must be able to demonstrate cultural awareness and sensitivity, maintain confidentiality and work independently.

Pay Range

\$18.60 - \$22.30 per hour, plus exceptional fringes including employer sponsored training, pension, and insurance.

Contact

Send cover letter and resume to: Human Resources Director, Bay-Arenac Behavioral Health, 201 Mulholland, Bay City, MI 48708 or BABHA-HR@babha.org.

EOE
M/F/D