

Employment Opportunity

Administrative/Human Resources Assistant

Full Time

Monday - Friday, 8:00 am to 4:30 pm

\$25 to \$27/hour

Anderson Township, Hamilton County, Ohio, seeks qualified applicants for a full-time Administrative/Human Resources Assistant.

This position will provide administrative support to both the Township Administration Department and the Assistant Township Administrator for Human Resources. This position will assist the Administration Department with creating purchase orders, making reservations for various events throughout the year, processing liquor license requests and managing various legal posting. This position will also be responsible for managing employee health insurance enrollments/terminations, new employee onboarding, assisting employees with health insurance questions, preparing and submitting claims to the Township's property and liability insurance company, maintaining the schedule of Township owned property and equipment, filing worker's compensation claims and managing employee demographic and benefit related databases.

Qualified candidates must have at least five years of experience in an administrative support and/or human resources support role. Public sector experience is preferred but not required.

The starting pay rate for this position is between \$25 and \$27/hour, depending on qualifications and includes medical/dental/vision/life/disability insurance coverage, a Health Savings Account, paid time off, paid holidays and tuition assistance.

To apply, submit a resume and cover letter by **April 7, 2026** to Suzanne Parker, Assistant Township Administrator, Human Resources by U.S. mail or e-mail:

U.S. Mail: 7850 Five Mile Road
 Anderson Township, OH 45230

E-mail: sparker@andersontownshipoh.gov