



# NOW HIRING

## Human Resource Specialist

Williamson County ESD 5 Fire and Rescue is in search of an energetic, professional, and experienced person capable of handling a wide range of administrative and executive support tasks with little supervision. Qualified applicants should be well organized, flexible, detail-oriented and possess strong problem-solving, time management and communication skills.

### JOB DESCRIPTION

- Serve as the WCESD No. 5 Human Resource Specialist.
- New hire registrations for benefits and acting as the point of contact for all health insurance related benefits.
- Maintain Employee records and folders.
- Receive and maintain all applications and resumes received in Human Resources.
- Ensure the completion of new employee paperwork and verify new hire information is correct and entered accurately.
- Develop and maintain a filing system including files stored on the cloud.
- Maintain contact lists for all Human Resource related issues.

### REQUIREMENTS

- 2 years of documented administrative assistant experience.
- Proficient in MS Office, excel
- Knowledge of office management systems, procedures, and basic office equipment
- Ability to become a Notary

### PREFERRED QUALIFICATIONS

- Associate Degree in related field
- Working knowledge of QuickBooks and bookkeeping
- Knowledge of human resource responsibilities, systems, and procedures
- Understanding of enrollment in and maintenance of employee benefits programs

### EMPLOYEE BENEFITS

- Health, Dental & Vision, Life and AD&D Insurance
- Paid Vacation and Sick Leave
- Paid Holidays
- Longevity Pay Scale
- TCDRS Retirement 7% Contribution with An Employer 1:1 Match
- 20 Year Retirement With 5 Year Vestment
- 72 Hour Bi-weekly Pay Period (Every other Friday off)

### SALARY: \$40,000 Annually

For additional information and to apply visit our website under Employment Tab

[WWW.WILCOESD5.ORG](http://WWW.WILCOESD5.ORG)

Or Contact Morgan Coop, Administrative Manager  
Phone: (512) 746-2505 Email: [admin@wilcoesd5.org](mailto:admin@wilcoesd5.org)

**APPLICATION DEADLINE: July 1, 2022 5pm**