

JOB VACANCY

WHERE: Tucumcari Central Office
POSITIONS: Administrative Assistant/HR
OPENING DATE: 9/09/2022
DEADLINE: UNTIL FILLED
CONTACT: Tucumcari Head Start
210 West Center St. Tucumcari, NM 88401

The Administrative Assistant/HR is responsible for assisting with coordination and support of personnel management systems and related records, in accordance with all applicable procedures, policies, regulations, and guidelines.

Administrative Assistant/HR- \$17.17 per hr. (wage based on qualifications)
\$1,000.00 Sign on Bonus

Minimum Requirements:

1. At least 21 years of age
2. Associate degree in Business Administration or Early Childhood Education. Equivalent work experience may be substituted.
3. One (1) year supervisory experience.
4. Two (2) years computer experience.
5. Valid New Mexico driver's license, clear driving record, and own transportation
6. Ability to travel out of town to conduct or complete job responsibilities.
7. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare
8. Able to Provide Documentation of COVID Vaccine's or Medical/Religious Exemption

Preferred:

Baccalaureate or advance degree in Business Administration, Early Childhood Education or Baccalaureate degree in any field with 8 or more courses in ECE.

EQUAL OPPORTUNITY EMPLOYER

Applications available at:

NM Workforce Connection –
www.jobs.state.nm.us
www.epcaa.org