



63 4 Corners Road, Port Townsend, WA 98368

July 18, 2017

Dear Applicant:

Thank you for your interest in Human Resource & Payroll/Benefits Administrator position at Jefferson Transit. This is professional position, FLSA full time exempt, responsible for day to day administering of human resource and complete payroll and benefits functions for Jefferson Transit Authority. Management of Jefferson Transit is looking for a self-motivated, self-directed individual who is up to the challenge of administering all the components of Human Resource, Payroll and Benefits functions. Applicant must be a team player with attention to detail and a commitment to excellence.

Minimum Requirements:

- 2 years Human Resource & Payroll/Benefits experience
- Ability to establish and maintain professional relationships with staff of all levels.
- Working knowledge of word processing, database, spreadsheet, e-mail and internet skills.
- Ability to plan and establish priorities, organize and complete varied and complex tasks, efficiently manage multiple detailed tasks with numerous interruptions.
- Excellent verbal and written communication skills.
- Sound judgment and discretion in performing work assignments and maintain confidentiality.

Preferred:

- College level Finance, Accounting, or related coursework.

All interested parties must provide the following information prior to the deadline of 5:00 PM on Wednesday August 9, 2017:

- A cover letter
- A resume
- Three professional references

The above material must be submitted to:

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.jeffersontransit.com

Kari Piecuch, Human Resources
kpiecuch@jeffersontransit.com
Jefferson Transit
63 4 Corners Road
Port Townsend, WA 98368

Included in this packet for your reference:

- Human Resource & Payroll/Benefits Administrator Job Description
- Employee Benefits Summary

Additional information about Jefferson Transit can be found at our web site:

<http://jeffersontransit.com/about/employment-opportunities/>.

Additional information about Jefferson County, Washington and Port Townsend, Washington can be found at these respective web sites: www.co.jefferson.wa.us and www.ptguide.com.

Sincerely,

Jefferson Transit

Jefferson Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Jefferson Transit Authority know if you need accommodations in order to participate in the application process.

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