

Human Resource Assistant (temporary)

Credit Union 1 is one of the largest credit unions in Illinois with 23 branches and 280 employees. We are seeking a temporary, full-time Human Resource Assistant for September through mid-December. This position, located in Rantoul, will assist the human resource and executive office by answering phones, filing, posting and tracking job openings and employment ads, conducting background checks and various other duties in the office. Excellent communication & organizational skills, experience with Word and Excel and strict confidentiality are required.

To learn more about Credit Union 1 and to apply online, please visit www.creditunion1.org. Questions may be directed to Sue Heyen/AVP-Human Resources, 217-893-5241 or email at sheyen@creditunion1.org.



An Equal Opportunity Employer