

Hobbico, Inc. has an outstanding opportunity to join our dynamic team of Human Resources professionals.

Human Resources Specialist

Seeking an experienced individual to coordinate all employee relations programs dealing with social, recreational and recognition services. Write and edit the company newsletter, classified ads, and assist with writing other employee communications. Responsibilities also include employment related activities, including recruiting and interviewing job applicants to fill open positions. Perform reference checking, extend job offers, perform new hire orientation, and exit interviews. Position requires 1-2 years experience in a similar role and the ability to multi-task. Must be detail oriented and possess good follow through skills. Strong writing skills required. A Bachelor's degree in English, Writing, or a related field desired.

To learn more about Hobbico you are invited to explore our website at www.hobbico.com. Qualified candidates should submit resume and salary history to hr@hobbico.com. All submissions will be considered confidential.