



The Rapid (Interurban Transit Partnership) is seeking a dynamic, detail oriented, and professional candidate to fill an Administrative Assistant position on the Human Resources team. This is a part-time position working 25-28 hours per week. This position requires the ability to work hands-on with various customers and employees in a highly confidential environment. The ability to handle sensitive information such as FMLA, Worker's Compensation, etc. is essential. The Human Resources department generates a high volume of filing and this candidate is responsible for making sure files are up-to-date and organized. The ideal candidate will have Human Resources Information System (HRIS) and Microsoft Office Suite experience along with other advanced office skills. The selected person will demonstrate courtesy as well as excellent communication, interpersonal, and customer service skills.

Associate's degree (A.A) from a two-year college, technical school; and/or two (2) to three (3) years of related experience and/or training: or equivalent combination of education and experience. This is a non-exempt position. The Rapid offers some limited part-time benefits including half-time holiday, vacation and sick pay. Please review job description at www.ridetherapid.org for a complete overview of the position.

Apply with cover letter (including salary history) and resume by **3:30 pm on Friday, November 13th 2015** to elee@ridetherapid.org or fax 616-774-1230.

The Rapid
333 Wealthy Ave SW
Grand Rapids, MI 49503
616-456-7514