



HUMAN RESOURCE ASSISTANT

Hours: Monday-Fri day 8:30am-4:30pm

We are seeking a creative, dynamic, detailed oriented individual to join our Human Resources team!

As a **Human Resource Assistant** you will provide support to the Human Resource department for continuing education administration, recruitment, general clerical support and records administration.

A qualified applicant must have:

- A high school diploma or equivalent
- Minimum 3 years office experience or equivalent, prefer experience in Human Resource clerical support.
- A strong attention to detail and accuracy
- Above average written and verbal communication skills

We offer you a challenging career with a competitive compensation and benefits package. To learn more or to apply, please visit our [Career Center](#). After visiting with us, you will agree that at Great West...The Difference is Service®.



*Great People, Great Careers,
Great West Casualty Company.*

Location: **South Sioux City, Nebraska**
1100 West 29th Street
South Sioux City, NE 68776

Contact Info: Phone (800) 228-8602
Fax (402) 494-0114
careers@gwccnet.com

