

# team **humboldt**

Sometimes the small places are not so small at all.

## HCOE is hiring a **PERSONNEL DEPT. SECRETARY**

HCOE is looking for a detailed oriented, outgoing individual to provide support to the Personnel office. The right candidate will enjoy learning new tasks and taking on a variety of responsibilities while working in an up-beat, professional environment.

This position represents the first impression of the organization and should be dependable, trustworthy and eager to learn.

Come see what HCOE is all about. We offer competitive salary, fully paid health and welfare, PERS retirement and a collaborative and team-oriented culture. If you've been waiting for the right opportunity to join a dynamic organization, this is your chance!



**Job Listing**



**Job Description**



**Apply Online**



**Jenny Bowen**

*Director of Personnel Services*  
707-445-7039

► <https://employment.hcoe.org/jobs/view/4138>