

# **CORPORATE AMERICA SUPPORTS YOU**

**HOT JOB !**

**VETERANS WANTED**

**HR Admin Assistant  
for Top U.S. Motorcycle & ATV  
Manufacturing Company**

**IMMEDIATE OPENING  
LOCATION - HUNTSVILLE, AL**

**To Apply login or register at  
[www.casy.us](http://www.casy.us) and click on  
the Job seeker tab search for  
**Req #175776BR.****

**POSITION  
QUALIFICATIONS:**  
High School Diploma or GED.

**1-2 years previous clerical or  
administrative experience.**

**Strong organizational and  
communication skills  
required.**

**Positive and professional  
attitude required.**

**Editing skills required.**

**Must be detail oriented and  
have excellent customer  
service skills.**

**Proficient in Microsoft Office  
Suite, especially Excel.**

**Ability to manage and be  
efficient with multiple tasks.**

**Ability to maintain  
confidentiality required.**

**Ability to provide  
administrative support to the  
HR team, especially with all  
recruiting activities.**

**Experience with Kenexa  
Brassring program preferred.**



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