

Human Resources/Payroll Clerk

RSCS, Radiation Safety & Control Services is seeking a full-time person to work in a busy organization performing Human Resource work as well as learning and performing Payroll support functions. This position is a full time-Monday-Friday opportunity in the office. Qualified candidate will have the following skillset, a 2-year degree in business, good Microsoft Office knowledge. Must have 1-2 years working in Human Resources and or Payroll. Must be a self-starter, organized and willing to learn. RSCS offers an excellent benefits package starting on Date of Hire and the opportunity to grow in an ever-expanding organization.

Job Type: Full-time

Pay: \$22.00 - \$24.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Day shift
- No weekends

Ability to commute/relocate:

- Seabrook, NH 03874: Reliably commute or planning to relocate before starting work (Required)

If interested, please respond to: hr@radsafety.com