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## HR/Recruiting Assistant

Taconic, a global leader in the manufacturing of PTFE coated fiberglass fabric, belts and tapes has an opening in our corporate office for an HR / Recruiting Assistant to support a wide range of HR activities such as administrative tasks, recruitment, and employee record keeping.

- Associate degree in human resources or related field required.
- The qualified candidate must possess a minimum of two years of related human resource experience.
- Experience with MS Office required.
- Must be familiar with ADP.
- Excellent organizational, communication, interpersonal, problem solving, and time management skills required along with a strong attention to detail.
- Must maintain a high level of professionalism with ability to maintain confidentiality in all human resource matters.

Salary range \$52,000 - \$58,000 per year.

We offer a competitive benefits package including medical, dental, vision and life insurance, a competitive compensation and retirement package, tuition assistance, vacation, a business casual work environment and more! For immediate consideration please email your resume to [hr@4taconic.com](mailto:hr@4taconic.com).

EOE/AAP  
Taconic  
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