

Current Job Openings

Human Resources Assistant Part Time (Taunton facility)

We are currently looking for a part time assistant to perform all administrative tasks necessary to support the Human Resource Department such as typing, copying, filing and responding to all inquiries promptly and thoroughly while maintaining a high level of confidentiality. Candidate must have at least 2 years related experience and working knowledge of modern office procedures and equipment. Must be proficient in Microsoft Word, Excel, PowerPoint and Publisher.

*For outside applications: upon review of application you will be contacted either by phone, postcard or email response.
Resumes can be sent to applications@perkins1.com*

