Volt is currently seeking an HR Assistant for an outstanding opportunity with a leading software company in Colorado Springs.

The duties of the position include but are not limited to:

* Answers general questions and emails for the HR department
* Performs data entry and personnel file maintenance
* Assists employees and supervisors with basic HR questions, including policies and procedures
* Assists with new employee orientations
* Maintains confidential personnel files
* Prepares HR metrics and other reports
* Assists the manager with HR projects

Requirements

* Bachelor’s degree preferred
* 4 years of related experience
* Strong ability with Microsoft Office

Please apply by emailing your resume to [cosprings@volt.com](mailto:cosprings@volt.com) or directly apply to Volt at [www.volt.com](http://www.volt.com) you can reach our office for questions at 719-277-7260

Volt is an Equal Opportunity Employer