



wesley living

Service | Compassion | Integrity

HR Support Staff Cordova, TN | Full-time

Faith based non-profit Wesley Living has provided excellent housing services to seniors since 1969. Who we are and what we do centers on our Core Values of Service, Compassion, and Integrity.

Seeking an outgoing, detail-oriented individual to support our Human Resources team. This role will provide administrative support in areas such as correspondence, filing, communications, recruitment and onboarding support as well as assisting with the bi-weekly payroll process.

If you would like to learn about the Human Resources field, this is the role for you. Join us as we strive to positively impact the lives of seniors in the Mid-South.

Requirements:

HS diploma or GED.

Benefits Include:

**Comprehensive Insurance | Retirement Plan | Paid Time Off and Leave Programs
Tuition Reimbursement | Identity Protection | Employee Assistance Program**

Equal Opportunity Employer. All positions subject to background and drug screening.

To apply: Send cover letter and resume to HumanResources@wesleyliving.com.