



COLEMAN ENGINEERING COMPANY

635 CIRCLE DRIVE
IRON MOUNTAIN, MI 49801
PHONE: 906-774-3440

• 200 EAST AYER STREET
IRONWOOD, MI 49938
PHONE: 906-932-5048

• 120 US HWY 41 E, STE. B
NEGAUNEE, MI 49866
PHONE: 906-475-7489

• 790 MARVELLE LANE, UNIT 3
GREEN BAY, WI 54303
PHONE: 920-264-9404

HUMAN RESOURCES ASSISTANT

Coleman Engineering is hiring for a full time Human Resources Assistant in our Iron Mountain office to assist with recruiting, new hire orientation, benefits administration, federal reporting, vehicle fleet management, safety training, and other misc. office duties, such as manage office equipment, answer phones, order supplies, filing, etc.

Qualified candidates must have experience using MS Word, Excel & Outlook in an office setting; be detail oriented; have strong time management and multi-tasking skills; be able to work under pressure and meet deadlines while producing accurate work; and understand the necessity of confidentiality pertaining to all aspects of employee information. HR experience is a plus.

Coleman Engineering Company offers competitive salaries and full benefit package, including matching 401K plan. EOE. Email resumes to lindquist@coleman-engineering.com.