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This position is full time Mon. thru Fri., 8 am to 4 pm. Minimum of 4 year experience in a personnel department. Assisting in the administration of all employee insurances required. Insurances will include - health, dental, life and workers compensation. Knowledge of Workers compensation and billing. Preference will be given to the applicant with an Associate's Degree in Accounting or other business related field. Typing of 50 wpm preferred. For more information, call
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