We are currently seeking a consistent individual to fill an administrative role. NMS is looking for an employee with skill and past experience in human resources (including insurance, taxes, and payroll), proficient with QuickBooks (including accounts receivable/payable), capable of preparing and maintaining employee handbooks and personnel files, comfortable conducting initial/pre-screen interviews, as well as limited new-employee orientations. The position would also require the employee to write and place job ads. Starting pay is $12 an hour with room for growth with the company. Must be able to pass a back ground check.