

WORK VAPOR

Job Link: <https://workvapor.com/jobs/human-resources-assistant-232315/>

HIRING ORGANIZATION

Delta Electrical & Controls, Inc.

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 09/09/2026

HUMAN RESOURCES ASSISTANT

BASE SALARY

USD 19 - USD 21

DESCRIPTION

Human Resources Assistant – Hybrid Role

Company: Delta Electrical & Controls, Inc.

Location: Mansfield, TX

Work Type: Hybrid

Employment Type: Part-time, Internship

Pay: \$19–\$21 per hour

Expected Hours: 20–25 hours per week

Contact Details

Email: cynthiab@deltaelectrcialandcontrols.com

About the Position

Delta Electrical & Controls, Inc. is looking for a reliable, organized, and friendly Office Assistant to support daily office operations.

The position is part-time and hybrid. The company is looking for someone who is professional, dependable, eager to learn, and ready to grow.

Training will be provided.

Key Responsibilities

- Answer and make phone calls.
- Assist with general office tasks.
- Support administrative duties.
- Add employees into QuickBooks.
- Communicate with employees.

- Direct employees to the appropriate department.
- Schedule and coordinate tasks as needed.
- Handle badge requirements.
- Assist with paperwork.
- Keep office records organized.
- Maintain office information and documents.
- Keep paperwork properly organized.

Required Skills

- Organized and dependable.
- Professional attitude.
- Good communication skills.
- Good customer service skills.
- Comfortable working on a computer.
- Ability to multitask.
- Strong organizational skills.
- Willingness to learn.
- Ability to work independently and support the office team.

Preferred Skills

- Experience with QuickBooks is a plus.
- Familiarity with Google Sheets.
- Familiarity with Google Docs.
- Bilingual English/Spanish skills are a plus.

Training

Training will be provided to help the selected candidate learn the required duties and processes.

Schedule

The work schedule is to be determined.

Expected hours are 20–25 hours per week.

Work Environment

- Hybrid work.
- Part-time position.
- Internship opportunity.
- Professional office environment.
- Training provided.

Compensation

Pay is \$19–\$21 per hour.

How to Apply

Interested applicants can send a message with their resume or email their resume directly

to:

cynthiab@deltaelectrcialandcontrols.com

Serious inquiries only.

Company Contact Information

Delta Electrical & Controls, Inc.

Mansfield, TX

Work Type: Hybrid

Email: cynthiab@deltaelectrcialandcontrols.com