

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Director of Advising Centers/Career Counselor at 731-288-7514.

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## **Job Title: Human Resources/Accounting Manager**

**Business/Location:** Hydratek, Inc./Covington, TN

**Position Announcement:** Hydratek, Inc. in Covington, TN is seeking a driven individual to be responsible for the efficient delivery and oversight of Human Resources, Accounting, and Office Management efforts. The HR/Accounting Manager will be responsible for the processing of personal payroll, record-keeping, and benefits. They will also oversee the day-to-day accounts payable/receivable, cost reporting, and office management tasks.

**Contact information:** Interested candidates, please submit your resume to Jennifer Jacobs at: [j.jacobs@hydratek.com](mailto:j.jacobs@hydratek.com)

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Jessica Cannon, Counselor/Career Services Coordinator at 901-475-3137 or email [cannon@dsc.edu](mailto:cannon@dsc.edu). Check out the DSCC [Career Counseling](http://www.jobs4tn.gov) webpage. Upload your resume to [www.jobs4tn.gov](http://www.jobs4tn.gov)