

POSITION AVAILABLE

TITLE: Coordinator of Human Resources

MAIN FUNCTION: The Coordinator of Human Resources will be responsible for the oversight of day-to-day activities in Human Resources. Duties include wage and benefit administration, recruitment/retention, training, supervision of HR staff. This position also ensures compliance with Agency, State and Federal policies, procedures and regulations, and provides guidance/assistance to employees and supervisors on HR policies.

QUALIFICATIONS: Bachelor's degree in Human Resources or related field with a minimum of 3 years' experience in Human Resources and 2 years supervisory experience or Associates degree in related field with 5 years' experience in Human Resources and 2 years' supervisory experience is required. Candidate must have excellent interpersonal/communication skills and computer proficiency. HR certification is preferred.

SALARY: \$39,799 per year, 40 hours per week, exempt position

POSITION AVAILABLE: Immediately

RESUME TO: Send resume to dworthington@geneseearc.org or apply on-line at www.geneseearc.org

EQUAL OPPORTUNITY EMPLOYER