

This position will report to and be supervised by the Township Supervisor.

Qualifications:

- A Bachelor's degree in Business, Accounting, or Human Resources/Personnel is preferred. A minimum of an Associate's Degree in similar areas and/or substantial experience in a Human Resources/Personnel environment will be considered.
- At least three to five years' experience in human resources for a high level management office with demonstrated customer service.
- A demonstrated ability to multi-task, work under heavy pressure, communicates effectively both verbally and in writing, and manages timelines and deadlines.
- A demonstrated understanding of Personnel and Labor Relations compliance issues, including assistance in the advertisement, interviewing, hiring, induction, and daily management of employee issues.
- A strong understanding of accounting, billing, reconciliation, etc. in all areas of insurances.
- A strong understanding of fringe benefits, including a good understanding of the legal issues related to them.
- A strong understanding of the laws and issues related to such areas as worker compensation and unemployment.
- A demonstrated ability to understand the provisions and implementation of benefits covered under collective bargaining agreements.
- A demonstrated ability to collect, organize, and communicate/report appropriate employment information.
- A demonstrated high level of competence in the use of computers and other high level office technology.
- A demonstrated high level of skill with desktop programs (ie. Microsoft Office Suite - Outlook). Experience in Paychex is preferred.
- A demonstrated ability to work independently on routine duties.
- A recognized pleasant and helpful personality and ability to relate with all segments of the employee base.