

Job #:

244

Description:

HUMAN RESOURCES MANAGER

Long Description:

Under the direction of the Business Administrator, supervises all aspects of the Office of Human Resources and Payroll including oversight of three (3) full time staff members.

Date Posted:

10-13-2021

Job Category:

Job Class:

Job Location:

HUMAN RESOURCES/PAYROLL

Required Education Level:

Bachelors Degree

Job Title:

HUMAN RESOURCES MANAGER

EEO1 Job Category:

Professionals

EEO1 Job Category:

Professionals

Confidential Job:

true

of Openings:

1

Required Skills:

Skill Description	Skill Level Description	Requirement
Strong communication skills	Intermediate	Required
Ability to interact with the public in a professional manner		Required
Exceptional customer-focus		Required

Applications for this Job:

Application Number

Submitted On

Current Employee

First Name

Last Name

Address1

Address2

City

County

State/Province

Country

Zip/Postal Code

Phone Number



Edit Job Opening

Job Opening Online Application History

Job Number: 244

Description (1) HUMAN RESOURCES MANAGER

Long Description Type: Text

Long Description: Under the direction of the Business Administrator, supervises all aspects of the Office of Human Resources and Payroll including oversight of three (3) full time staff members.

Candidates should have a bachelor's degree from an accredited College/University in human resources, business, public administration or related field and a minimum of five years of experience involving human resources administration including benefits administration, employee relations, employee safety, insurance, payroll, records management, HRIS, recruitment and/or training/development.

This is an exempt non-union, confidential management position with a 40 hour per week schedule which reports directly to the Business Administrator. Please upload letter of interest, resume and copy of degree.

Salary depending on qualifications with full benefits package in accordance with Chapter 78 guidelines.

Please note that current, new, or prospective public employees should be aware that the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all public employers (for example, state, county,

Hiring Manager(s):

First N... Last N... Display...

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Job Opening Status:

Closed - Filled

Start Date: 10-26-2021

Date Posted: 10-13-2021

Date Filled: 10-26-2021