



Human Resource Manager

The Town of Grand Chute is currently seeking applicants for a Human Resource Manager, with the primary responsibility for the overall administration of all human resource functions. If you are innovative and seek to build collaborative working relationships with a focus on employee satisfaction and well-being, this might be the opportunity for you. This position handles confidential personnel matters, employee benefit administration, new employee orientations, coordinates training and benefit events for staff, and provides guidance regarding town employee policy handbook clarifications.

The successful applicant must have knowledge of current state and federal labor laws, with the ability to make sound FMLA determinations, administer all legally required paperwork such as FMLA, COBRA, WC and DSPS reporting requirements. This position is also responsible for the Town's property and liability insurance coverages and may provide administrative support to the Town Administrator in routine and confidential personnel matters.

The ideal candidate would have a Bachelor's degree in Human Resource Management or related degree; or an Associate Degree with at least three years job related Human Resource experience. SHRM certification is desired, or the motivation and ability to obtain SHRM certification.

A detailed job description can be found on the Town's website: www.grandchute.net. The Town of Grand Chute offers an excellent benefit package to their full-time employees; benefit information may be found on the Town's website under the Human Resource section. This is an Exempt position with a starting salary range of \$54,745 to mid-point \$62,566, pending experience and qualifications.

If you are interested in this position, submit your cover letter, resume, and completed town employment application to the attention of Town Administrator Jim March. Application packet must be received at the Grand Chute Town Hall, 1900 W. Grand Chute Blvd., Grand Chute, WI 54913 by 4:00 p.m. on Friday, June 21, 2019.

The Town of Grand Chute is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. The Town will provide reasonable accommodations to qualified individuals with disabilities and encourages applicants to discuss potential accommodations with the employer.