



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

44-25

Town of Medway Human Resources Manager Anticipated Vacancy February 2026

The Town of Medway seeks a full-time Human Resources Coordinator. The HR Coordinator is responsible for providing lawful guidance and direction, coordination and leadership to Town officials and departments in human resources-related matters; assisting in creating policies and procedures that will attract and maintain professional, knowledgeable, and innovative employees; and offering all staff a resource for benefit services, training, and employee relations.

Responsibilities Include: Ensure compliance with Labor Laws and Regulations; Employer/Employee relations i.e. Collective Bargaining Agreements, personnel conduct and behavior, discipline procedures; Administrator of Medical, Dental, life insurance, Cafeteria 125 Flex Spending Plan, 457 Investment Program, OBRA, COBRA, and all other benefits offered by the Town; Direct the Workers' Compensation system and Family Medical Leave Act employee participation; Oversee Massachusetts Human Resources Division Civil Service process; Manage Department Of Transportation (DOT) mandatory drug testing and training; Collective bargaining activities; Recruitment, hiring, and exit processes; Keeper of the records for all personnel files; Serve as the Sexual Harassment Officer and the Town of Medway's Americans with Disabilities Administration's representative; Assist with the Insurance Advisory Committee; Process Department of Unemployment claims; Workplace safety-related activities.

Minimum Qualifications: The work requires working knowledge and a good understanding of the various laws and regulations that govern employment law. The applicant shall have a Bachelor's degree; a minimum of 2-3 years of Human Resources experience, preferably in a municipal or government setting; experience with Munis preferred; shall possess solid record keeping skills and strong verbal and written communication abilities.

Please send cover letter, resume, and employment application to choule@medwayma.gov or mail to Human Resources, Town of Medway, 155 Village Street, Medway, MA 02053. The application can be found here:

Date of Posting: December 18, 2025
Closing Date: Open Until Filled
Salary: \$75,000/year - \$90,000/year DOQ

The Town of Medway is an Equal Opportunity Employer