



NOTICE OF JOB OPENING

POSITION:

Human Resource Coordinator/Customer Service
(Full-Time)

PAY SCALE: \$41,600-\$47,840/annually
(Depending on qualification/experience)

POSITION SUMMARY:

Under the direction of the City Clerk, assists employees with benefits enrollment and questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices. Interacts with the public by addressing inquiries and resolving complaints, generally providing a higher level of customer service.

Education/Experience/Knowledge:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Comfortable working in a highly visible role
- Highly organized and efficient worker; skilled at multi-tasking
- Good time-management skills
- Positive and personable demeanor
- Ability to handle stressful situations
- Strong communication skills, both oral and written
- Attentive listener
- Ability to follow directions accurately and without hesitation
- Willing to take initiative and work independently when needed
- HR competence and knowledge of HR process and computer programs
- Understanding, empathetic and relatable
- Professional integrity and sense of responsibility and accountability
- Proficient with Microsoft Office Suite or similar software