



September 13, 2021

EMPLOYMENT OPPORTUNITY

Human Resource Manager

Full-time, exempt

Monday-Friday 8:00 – 4:45 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the Human Resource department in the administration of human resources programs. Responsible for policies, programs, and procedures pertaining to human resource function. Also, is responsible for monitoring Mooseheart policies, procedures and reporting pertaining to DCFS child residential facilities standards and licensing requirements.

QUALIFICATIONS:

- * Minimum Bachelor's Degree in HR, Business or other related field, Master's Degree preferred
 - *Minimum of 5 years of HR work experience
 - *Experience with benefits administration
- *Excellent Interpersonal communications skills in both oral and written form
 - *Customer service focused
- *Highly organized with the ability to prioritize and handle multiple projects simultaneously
- * Computer literate: proficient typing, familiar with Word, Excel, and Outlook, able to be trained in the current HR Information System
 - *Comfortable in a quick paced environment
 - *Able to maintain confidentiality

**INTERESTED INDIVIDUALS SHOULD SUBMIT
COVER LETTER AND RESUME TO KRYSTAL RIFE**

krife2@mooseheart.org

This position is open to internal and external candidates at this time.

Position available October 11, 2021