



Human Resources Coordinator

POSTED ON AUGUST 27, 2024

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of on-site Human Resources Coordinator. Under the general supervision of the Village Clerk/HR Manager, the HR Coordinator aids with and facilitates the human resource processes to include providing administrative support to the human resource function, including record-keeping, talent acquisition, on-boarding, benefits, leave of absences such as FMLA, workers' compensation and back-up to the Village Clerk.

The ideal candidate will have excellent time management, organizational, and multi-tasking skills as well as interpersonal, verbal, and written communication. Will handle confidential material and information in an ethical, professional manner. Excellent customer services skills and problem solving a must.

Job description available upon request.

Qualifications:

Bachelor's degree in human resources or related field preferred. Minimum of two (2) years of related experience required. Knowledge of Open Meetings Act (OMA) and Freedom of Information Act (FOIA) also a plus. Possession of Notary Public Certification shortly after hire is also required.

Salary & Benefits:

From \$52,648.87 per year DOQ; an excellent benefits package is available.

How to Apply:

Please send **cover letter and resume to klamkinhr2u@gmail.com**

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.