

job title: human resources coordinator

Hours:

40 hours/week - Monday through Friday 8:00am-4:00pm

Educational Requirements:

High School Diploma is required, Associates degree in a related field strongly preferred, 2 years' experience in Human Resources preferred.

Other Requirements:

Prolonged periods of sitting with occasional walking, standing, stooping, reaching. Reading and writing proficiency. Proficiency with word processing, spreadsheets and database systems. Ability to work independently, multitask, and meet deadlines. Ability to lift 25 lbs. comfortably.

Job Summary:

The Human Resources Coordinator is responsible for providing ongoing administrative support to the Human Resources Department.

Salary:

Pay range is \$23-\$25/hour, Non-Exempt

Accepting applications at 75 Litwin Lane, Chicopee, MA 01020 or at www.career.us

AA/EOE. Sunshine Village is a great place to work!