



Human Resources

June 19, 2020

Vacancy for a Human Resources Coordinator

Johnson County's Human Resources Department is seeking a full-time Human Resources Coordinator. This position will perform generalist responsibilities including employee/labor relations, compliance, benefit administration, recruitment, onboarding, training, publications, and other human resource functions. Emphasis working with unions and collective bargaining.

Qualified candidates for this position must be highly organized, a team player, and detail oriented. Bachelor's degree in human resource management or closely related field and 3 years of experience performing direct human resource responsibilities. Excellent interpersonal and communications skills. Ability to handle multiple projects and confidential information. Strong proficiency with Microsoft Word, Excel and PowerPoint. PHR certification and human resources experience in public sector preferred.

\$2,453.04 - \$2,943.65 biweekly salary with outstanding health care coverage and benefits package. To apply and learn more about this position, please visit our website www.johnson-county.com/jobs. Applications are accepted until July 10, 2020.

Resume and cover letter required with online application.

AA/EOE