

TOWN OF PELHAM, NH



SELECTMEN'S OFFICE TEMPORARY - PT BENEFITED POSITION OPENING

The Pelham, NH Selectmen's Office has (1) Temporary Position open for a PT Human Resources Coordinator. The HR Coordinator responsibilities will include but are not limited to: Administering Employee Health & Welfare programs; Provide assistance with hiring and termination or departure of employees to include background checks, processing of forms, orientation of new employees. Provide counseling for employees on personnel matters; Provide customer service functions to employees, managers & Town Administrator; Assist with maintaining employee policy manual; Assist with conflict resolution; Familiarity with NH Labor Laws and federal regulations; Maintain confidential files and records. Rate of pay is \$15.00 an hour and benefit package for a 32 hour work week. For a full job description, and application instructions please visit our website at <http://www.pelhamweb.com/employment>. Application, cover letter and resume should be sent to the Selectmen's Office, Attn: Brian McCarthy, 6 Village Green, Pelham, NH 03076 by 4PM EST on March 18, 2016. No phone calls please. The Town of Pelham NH is an Equal Opportunity Employer.