



Human Resources Coordinator

Indianhead Community Action Agency Inc., is looking for the right candidate to help fill our Human Resources Coordinator position and join our administrative team!

We are looking for a skilled Human Resources Coordinator to oversee aspects of Human Resources practice and processes. You will support business needs and ensure the proper implementation of company policies, strategies and objectives. The goal is to promote corporate values and enable business success through human resource management through employment cycle changes, training and development, and facilitate management services.

Responsibilities include, but are not limited to, developing and implementing HR strategies and initiatives aligned with the overall business strategy; bridge management and employee relations by addressing grievances and other issues; support current and future business needs through the development, engagement, motivation and preservation of human capital; develop and monitor overall HR strategies, systems and procedures across the organization; nurture a safe and positive working environment; maintain benefits programs; help assess training needs; and ensure legal compliance related to HR activities throughout the organization.

This is currently a part-time, temporary position with an opportunity to become permanent. Wages will be based on experience and qualification.

To apply send resume along with credentials to:
Indianhead Community Action Agency Inc.
P.O. Box 40
Ladysmith, WI. 54848
Attn: Human Resources

Phone: 715-532-4222 Fax: 715-532-7808 Tdd: 715-532-6333
Email: anna.kauffman@indianheadcaa.org
www.indianheadcaa.org

Position will be filled immediately upon finding the qualified individual.

*We are an equal opportunity employer operating under an approved Affirmative Action Plan.
As an equal opportunity employer, we encourage women, minorities and persons with
disabilities to apply.*