



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION: HUMAN RESOURCES SPECIALIST
POSTING DATE: 10/7/2019
CLOSING DATE: 10/27/2019 @ 5:00 pm (Eastern)
JOB TYPE: Full-time
REPORTS TO: Human Resources Manager
SALARY GRADE & RANGE: Non-Union Grade L
Minimum: \$50,151.36 / Maximum \$83,188.00
WORK HOURS: 9:00 AM – 5:00 PM, Monday – Friday

The Township of Bridgewater is seeking an individual committed to providing exceptional customer service, with excellent verbal and written communication skills. Under the general direction of the Human Resources Manager, the selected individual will provide human resources assistance to managers, supervisors, employees, and applicants in the areas of: recruiting, leave of absence coordination, benefits administration, workers compensation, and database integrity. This individual will also answer and direct incoming reception phone calls, coordinate ordering supplies, open and distribute mail, respond to employment verification requests, compose correspondence and reports, establish and maintain record keeping systems, coordinate programs, assist in conducting New Employee Orientation sessions, process new hire paperwork; take and transcribe meeting notes, process reimbursement requests, assist with monitoring budget, database integrity, and perform other related duties as required.

QUALIFICATIONS

- Minimum 2 years of human resources experience
- Demonstrated ability to provide exceptional customer service
- Ability to handle sensitive situations and maintain a high degree of confidentiality
- Must possess strong organizational and time management skills
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint
- Ability to use PrimePoint, a Human Resources Management & Timekeeping System & GFMS, a financial management system

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at www.bridgewaternj.gov/employment-opportunities/.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 10/27/2019. Please put "HR SPECIALIST POSITION" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER