

OPEN POSITION

Human Resource Manager Delhi Township, OH

Date Posted: January 26, 2017

Deadline to Apply: First review of applications: February 17, 2017. Position will remain open until filled.

Salary: \$55,000 - \$70,000, DOQ

Job Title: Human Resource Manager

Position Type: Full Time

Job Location: 934 Neeb Road
Cincinnati OH 45233

Delhi Township, located in the western portion of Hamilton County, has an immediate need to fill the position of Human Resource Manager. The HR Manager is responsible for managerial oversight of the human resource, labor relations, payroll, employee benefits, property and casualty insurance and workers compensation functions of the Township. Graduation from an accredited college or university with a degree in business

administration or the equivalent and a minimum of three years' experience in human resources required. PHR certification and experience in the public sector dealing with HR related functions preferred. Must be proficient in Microsoft Office software, familiar with Adobe products and willing and able to learn specialized human resource, time and attendance, accounting and payroll software programs. Must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier.

How to Apply:

Submit cover letter, resume, and employment application to the following address. First review of applications will be February 17, 2017, with position remaining open until filled. Application and full job description can be downloaded from township website www.delhi.oh.us.

Delhi Township
934 Neeb Road
Cincinnati, OH 45233
Attn.: Human Resources Department



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO