



**TOWNSHIP OF HILLSIDE
UNION COUNTY, NEW JERSEY**

MUNICIPAL BUILDING
JOHN F. KENNEDY PLAZA
1409 LIBERTY AVENUE
HILLSIDE, NEW JERSEY 07205
PHONE: (973) 926-3000; FAX (973) 926-9232
www.HillsideNJ.us

Employment Opportunity

Position Information

Full Time Human Resource Coordinator: candidate must have general HR knowledge which would include: Leave of Absence, FMLA, ADA, ACA, T&A and WC. Must be familiar with benefits, pension and the County and Municipal Personnel System (CAMPS) and general knowledge of State and Federal regulations. Must be proficient in word, excel and outlook. Must have strong verbal and written communication skills and the ability to multitask. Working experience with NJ Civil Service Commission is preferred. Send resume, references and salary requirements to Hope Smith, Business Administrator by mail 1409 Liberty Avenue, Hillside, NJ 07205 or email hsmith@hillsidenj.us no later than March 30, 2018. Background check is required. The Township of Hillside is an Equal Opportunity Employer.