

TOWN OF SOMERS, CT

The Town of Somers, CT is seeking a part-time (28 hours), Monday-Thursday, HR Coordinator. The Town of Somers, with 72 employees, has a small town feel with an easy commute to Springfield, MA or Hartford, CT. It is a community with rich agriculture history, and a variety of outdoor recreation opportunities. The HR Coordinator reports to the Town Selectman or his designee, and will handle the day-to-day responsibilities such as compensation, benefits, recruitment, payroll, workers' compensation, leaves of absences such as FMLA and provide administrative support to the Operations Director and First Selectman.

We are seeking a highly motivated and professional individual with excellent interpersonal, verbal and written communication skills; ability to maintain strict confidentiality; and a strong attention to detail, follow-through and responsiveness. Excellent organizational skills and the ability to prioritize and multitask is essential. This customer-service focused individual must possess a minimum of an associate degree; 4 years of HR experience, preferably in a government setting and working knowledge of general Human Resource Information Systems. The salary range is \$29-\$33 per hour depending upon qualifications. Please email your resume to klamkinhr2u@gmail.com by August 30, 2023.