

# HUMAN RESOURCES SPECIALIST

Cumberland County Guidance Center Millville, NJ

- Posted: 7 days ago
- Full-Time

## Job Description

**Dynamic Opportunity~** As a full time employee, the Human Resources Specialist is responsible for the support of the Guidance Center's Human Resources Department. The Human Resources Specialist takes direction from the Human Resources Director.

**The Guidance Center~** is a primary mental health support agency, providing compassionate, professional care for individuals and families with mental health needs in the greater Cumberland County, NJ area. For more than 50 years, our non-profit organization of professionals, doctors, nurses, therapists, and support staff, has assisted the community in the diagnosis and treatment of all types of mental illness.

**What does this position look like~** Human Resources Specialist will be responsible for human resources duties including, processing employee health benefits, managing new applicant information, including on boarding and personnel record management.

## What you need to apply~

- Bachelor's degree in business or human resources.
- Superior written and verbal communication skills.
- Exceptional organizational and time management skills.
- Demonstrated knowledge in Microsoft Office Suite, Excel experience required.
- Human Resources experience required.
- Valid automobile driver's license with MVR which meets agency standards.

## What we provide~

- Competitive Salary/Wages
- Health Insurance
- Prescription Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Pension Plan
- Vacation
- Sick
- Employee discounts; auto, event tickets, insurance, wireless cell service and more

*The Guidance Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

## Job Posted by ApplicantPro

Cumberland County Guidance Center

### Address

Millville, NJ  
08332 USA

### Industry

Business

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