



The ARC of the Greater Hudson Valley *Monticello, NY

Overview: The ARC of Greater Hudson Valley is seeking a **Human Resources Coordinator**- Human Resources in Sullivan County.

The Human Resources Coordinator is responsible for administering and tracking onboarding in accordance and compliance with the agency policies and applicable laws. Insure all needed paperwork is completed prior to new employee orientation including background checks, child registry check and other paperwork as needed and assigned. Support Human Resources' team regarding the needs of new hires, concerns and continued employment. Develop and promote positive working relationships with new hires.

Requirements:

HS Diploma/GED required.

Three (3) years HR experience preferred. Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint.

Shift and Salary: This is a Full time position, 40 hours a week, \$18.62 Hour

Apply: by contacting Wendy Julkerski, by email at wjulkerski@arcghvny.org, by fax at 845-796-4381, by calling 845-796-1350 Ext. 11004, by mail or in person at ARC Greater Hudson Valley, 162 East Broadway, Monticello, NY 12701.