



Human Resources Manager

ADVOCAP, Inc., a recognized leader in anti-poverty and self sufficiency programming, is seeking an individual to join the agency's team as its Human Resources Manager. The Human Resources Manager guides and manages HR services for 175 employees working throughout a 3 county area. The position oversees Recruitment and Initial Onboarding of employees, Compensation and Fringe benefit administration, Employee Record maintenance, and Civil Rights and Affirmative Action compliance, and policies regarding health and safety of employees.

The position regularly advises management on handling personnel issues, and with top management formulates personnel policies and procedures that conform to current legal requirements and agency culture.

The ideal candidate will have a Bachelors degree and 3 years experience in the Human Resources field.

Minimum salary \$43,500 with a full benefit package. Please submit resumes with cover letter to Human Resources, ADVOCAP, Inc., PO Box 1108, Fond du Lac, WI 54936-1108. FAX 920-922-7214. Email <hr@advocap.org>. Responses received by 12/18/17 will receive preference.

<http://www.advocap.org/>

AA/EOE