

Tennessee Alliance for Legal Services



Strengthening the Delivery of Civil Legal Help to Vulnerable Tennesseans

www.tals.org

Legal Aid of East Tennessee is Hiring: Human Resources Manager

Human Resources Manager Position Available

Legal Aid of East Tennessee seeks a full-time Human Resources Manager. The HR Manager is responsible for all routine HR functions and systems. Some specific responsibilities include serving as a primary point of contact for management and staff with HR-related questions, maintaining personnel files, coordinating hiring and onboarding new employees, serving as custodian for Federal I-9 filings, managing benefits, coordinating open enrollment, tracking leave, and other related tasks as assigned.

A successful candidate will have demonstrated experience in accounting and a desire to work in a fast-paced, collaborative environment that often requires multi-tasking and flexibility while maintaining a high level of attention to detail and confidentiality. Previous experience in a non-profit setting is a plus.

Candidates must have a bachelor's degree in Human Resources, Business Administration, or a related field. SHRM-CP, PHR, or other nationally recognized HR certification is highly desired. The ideal candidate will have superior analytical and organizational skills, strong skills in Microsoft Office applications, and outstanding written and verbal communication.

Salary dependent upon experience. Excellent benefits.

Applicants should submit a letter of interest, resume, and three references to:

Deborah Yeoman-Barton
Deputy Director
Legal Aid of East Tennessee
311 W. Walnut St.
Johnson City, TN 37604
(423) 794-2489
dyeomans@laet.org

No faxes or phone calls, please. Legal Aid is an equal opportunity employer. Women, minorities, and those with disabilities are strongly encouraged to apply.

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<http://www.tals.org/node/1109/legal-aid-east-tennessee-hiring-human-resources-manager>

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