



## **Human Resources Coordinator- Catonsville, MD**

**HUMAN RESOURCES COORDINATOR-** A Bachelor's Degree in Human Resources or related field highly preferred. A minimum of two years of relevant human resources experience required. Experience with an HRIS program preferred. Certifications a plus. Bi-lingual a major plus. Serves as a liaison to and is responsible for assisting department leadership, in policy review, audits, and compliance. Ability to evaluate situations and establish effective courses of action by utilizing various resources and input. Has a strong customer contact and service focus. Experience with MS Office, database software systems and programs. Able to handle multiple priorities. Must have strong interpersonal, communication, as well as organizational skills.

If you are interested in applying for this position, please visit <http://www.ericksonliving.com/careers> , click on “**Search Jobs**” and enter **27311** in the **Job Opening ID** search field\*\*