



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

*Telephone: (781) 231-4142*

*Fax: (781) 231-5666*

## Job Posting

### **Human Resources Generalist (Full-Time)**

Applications are being accepted for a full-time Human Resources Generalist for the Town of Saugus. This individual will have excellent customer service skills. They will manage an electronic filing system and various programs within the Department. The ideal candidate must be detailed oriented, computer savvy (including MUNIS and Excel Spreadsheets) an effective communicator, able to work on multiple projects simultaneously, keep matters confidential, work with our Payroll Department and other Departments throughout the Town. Must be able to manage their own workload, manage all files and update them on a regular basis, be able to develop new systems as needed, be able to work independently, be able to think outside the box, collaborate with other personnel to effectively serve our employee's needs. Must be able to stay current with office paperwork and prompt filing of employee records.

This position will also be trained on our payroll and billing system, MUNIS, for processing of Department payroll and accounts payable. Manages insurance claims by coordinating with the town's insurance company for accidental claims, property damage and motor vehicle claims. This person will develop more efficient communication tools for the Human Resources Department.

Candidate must have a college degree in related field and 4+ years human resources (or similar) experience. Municipality experience a plus. Must have a thorough understanding of employee benefits including worker's compensation, 111F leave, FMLA and other benefits. Good oral and written communication skills and a thorough knowledge of Microsoft Office.

**Applications will be accepted until position is filled.**

Please email applications/resumes to: [gchristina@saugus-ma.gov](mailto:gchristina@saugus-ma.gov)

*Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, gender orientation or disability.*