



Human Resource Manager Full Time

CCP, Inc. is a company that is dedicated to providing exceptional services to individuals with developmental disabilities and mental illness. Our mission is to support persons with disabilities in their efforts to attain satisfying lifestyles. We are located throughout the Twin Cities metro area. This position is based in St. Paul, MN.

We have an immediate opening for a full time HR Manager in our St. Paul office. Responsibilities include administration of CCP's Human Resource functions, including benefit and salary administration, , company policy and procedure compliance as well as government regulations compliance. This position reports to the Human Resources Director.

Minimum Requirements:

- Bachelor's degree in Human Resource Management or related field
- Minimum of 2 years experience in Human Resources Administration
- Must have basic computer knowledge (Microsoft Office, Great Plains Payroll and HR data base a plus);
- Proven conflict resolution management skills
- Written and verbal communication skills

Benefits of this position include:

This position includes a competitive benefits package to include 401k, Medical and Dental, and Short and Long Term Disability. We offer a flexible schedule and a casual work environment

If you are qualified and meet the minimum requirements, please email your salary requirements, cover letter and resume to: hwolverton@starsvcs.com or fax to 651-641-0346 Attention: Heidi W.