



DETROIT AREA AGENCY ON AGING

Position: Human Resource Manager

General Job Description:

Provides leadership in the human resources department. The position is responsible for managing, directing and performing human resources department work and implementing, overseeing and providing reports/analysis of various human resource programs and initiatives. Participates and supports all Human Resource functions within the Agency in accordance with CARF, local/government industry standards, regulatory requirements and the Agency objectives and policies.

Requirements/Responsibilities:

Bachelor's degree, and/or Master's degree required ; Professional in Human Resources (PHR), or the Senior Professional in Human Resources (SPHR) certification preferred; Previous progressively responsible 5+ years of experience as a professional Human Resources Generalist / or related position with management experience. An articulate professional who can relate to people at all levels of an organization and possesses excellent communication skills, analytical and project management skills; Proficient in Microsoft Office Suite utilization skills; Demonstrated leadership, decision making and effective problem solving skills; Demonstrated knowledge and application of laws and regulations governing personnel management. Excellent oral/written communication skills.

Closing Date: Until filled

Interested applicants should forward a resume, cover letter and salary history to:

Human Resources
humanresources@daaa1a.org
(313) 446-4453