

Business and Human Resources Manager- A self-motivated and detail-oriented individual with excellent communication skills to manage Human Resources for a church and school with 55+ employees. This includes benefit administration, policy and procedures creation and management, and responsibility for the performance management process. This position is responsible for managing the church office, including non-called staff, in an efficient manner via documented processes and procedures.

Qualifications: 5 to 7 years' experience running an office and human resource management. Bachelor's degree in Business or Human Resources required.

If interested, please send resume and cover letter or inquiries to posting@stpaulwestlake.org.