

HUMAN RESOURCES COORDINATOR

Sulloway & Hollis, PLLC, a leading regional law firm, seeks a full-time HR Coordinator for its busy Business Office in Concord.

The position is responsible for the processing of payroll, new employee onboarding process, benefit administration, employee file maintenance, and additional responsibilities assigned by the Human Resources Manager. This role will also work closely with firm personnel in all levels of the organization and should possess a high degree of discretion and EQ. As time allows this position will also support the Marketing Manager with tasks such as marketing promotional material, marketing package preparation and other tasks assigned by the Marketing Manager.

Candidates should possess a 2-year degree in a business discipline. Relevant experience in human resources a plus. Must have excellent communication and technology skills. Attention to detail, accuracy and the ability to work independently and with others with an interest in continuous development of skills and assuming responsibility is a must. Experience within a law firm or professional services firm is desired.

The firm provides excellent benefits and compensation. Qualified applicants should submit a resume and cover letter, via email, to Jennifer Iacopino, Human Resources Manager at: jiacopino@sulloway.com.

**Sulloway
& Hollis** P.L.L.C.
COUNSELORS AT LAW

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