

Position Posting

Posting Date 09.11.2017
Removal Date 10.011.2017

Posting Number: 17-261

Job Title: Business Office/Human Resources Director

Company Description: Pinebrook Retirement Communities, Milford OH

Internship []

Part-time Position []

Full-time Position [x]

Postings remain active only thirty (30) days.

Employer: Pinebrook Retirement Communities, Milford OH

Contact Person: <http://pinebrook.watermarkcommunities.com/> and click on the "Careers" link on the bottom of the page.

Pinebrook Retirement Living is without a doubt the most premier retirement community in the Milford area and is a dream come true for a Business Office Manager/Human Resources Director.

We are looking for a unique person with a unique combination of skills. For us the right candidate will have expertise in AP/AR/Billing and payroll and the role of a human resources leader. In addition to the day to day operations of the business office, you will also have the skills and experience necessary to recruit and on board new associates, administer benefits, conduct a comprehensive general orientation, associate and management coaching and oversee compliance with employment law.

If you have this unique set of skills and are looking to work with a great company in a brand new exciting community, we would like to hear from you!

This is an incredible opportunity for an experienced Accounts Receivable/Accounts Payable and Human Resources professional. If you have 2-4 years' experience in finance in an Assisted Living setting, you just might be the right candidate.

The right candidate will be organized, hands on, team player with exceptional communication and time management skills. The ideal candidate for us will be equally proficient in working with seniors and working with associates. If your experience and passion fit our criteria, we invite you to answer this ad.

Minimum Education Required: Bachelor's Degree

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.