



Human Resources Coordinator

Forest Preserve District of DuPage County

Contact Name: Forest HR

Contact E-mail: foresthr@dupageforest.org

Contact Phone: 630-933-7682

Closing Date:

Salary: \$24.67-28.60 per hour

Description:

The Forest Preserve District of DuPage County is seeking a **Human Resources Coordinator** to join our Human Resources team located in Wheaton, IL. This position is a great fit for someone who enjoys detail-oriented work, thrives in a collaborative environment, and is passionate about supporting employees. As the first point of contact for many HR inquiries, you'll play an important role in shaping our employees' experience - from recruitment and onboarding to compliance and process improvements. This role is 100% onsite and involves interacting with applicants and current employees, processing and maintaining personnel records, assisting with recruiting and research, and maintaining HRIS data.

Compensation

Starting pay: \$24.67 - \$28.60 per hour.

The position includes a comprehensive and generous benefits package featuring:

- Illinois Municipal Retirement Fund (IMRF) pension program, offering one of the most robust and financially secure public pension systems in the country, with both employer and employee contributions and longterm retirement stability.
- Tuition Reimbursement to support continued education, skill development, and career advancement.
- Professional Organization Membership funded by the employer to encourage ongoing professional growth, networking, and access to industry resources.
- Health, Dental, and Vision Insurance
- Paid Holidays, Vacation, and Sick Time
- Life Insurance
- Deferred Compensation options

About Us

The Forest Preserve District of DuPage County is a highly acclaimed government agency that has been instrumental in enhancing the overall quality of life for the residents of DuPage County for over

100 years. We believe in conservation, teamwork and public service. Our mission is to protect and improve the county's natural areas while providing high-quality educational and recreational experiences for the people who call DuPage home.

Schedule

Schedule is Monday - Friday 8:00 am to 4:30 pm

Key Qualifications

- Associate's Degree in human resources or related field preferred; 1-3 years of related experience in an administrative role
- PHR or SHRM-CP certification preferred
- Excellent verbal and written communication skills and strong organizational and critical thinking
- Strong computer skills in word processing, database management, spreadsheet development and publication software programs
- Ability to accurately maintain records of a confidential and personal nature

Apply Today

Follow the link to apply directly to be considered for the position.

<https://dupageforest.isolvedhire.com/jobs/1830716>

Additional information about the position and job duties can be found in the attached job description on our website <https://dupageforest.isolvedhire.com/jobs/1830716>

The Forest Preserve District of DuPage County is an equal opportunity employer.