



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

empowering students for success in a global world

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Recruitment & Benefits Manager

Position Overview

The Recruitment & Benefits Manager has primary oversight for the development and implementation of effective HR practices to ensure German International School Boston's ability to attract, retain, develop and manage a highly engaged and committed staff & faculty. In addition to managing the day to day HR strategy and operations of the school, the HR Manager will be responsible for processing payroll and related tasks. We offered flexibility and great benefits.

Reports to: Head of Administration

Responsibilities

- Manage employee life cycle: recruitment, hiring, orientation, on-going training and exit process
- Update HR policies including employee handbook, ensuring compliance with applicable employment laws
- Manage benefits enrollment and disability, life insurance, and workers' compensation claims
- Develop and support initiatives to promote staff retention
- Complete payroll and accounts payable processes
- Support reception responsibilities

Knowledge and Skills:

- Knowledge of principles and practices of human resources administration and experience managing financial processes in a school or non-profit organization
- Comfort with technology - proficiency with Microsoft Office is a must and Quickbooks and Google apps would be an advantage
- Experience working with the Student and Exchange Visitor Program (SEVIS) would be an advantage
- Outstanding organizational skills and attention to detail

This HR role is key to the functioning of the school therefore the following areas will be critical for success: strong customer-service orientation and professional judgment as well as problem-solving skills and enthusiasm for continuous learning.

Education and Work Experience:

- Bachelor's Degree or equivalent
- 4+ years of progressive human resources management and/or accounting experience
- Familiarity with German culture and language (a plus)

To Apply: Please email your resume with a cover letter, outlining how your skills and experience could benefit our organization and how you learned about this position to Megan Wells, Head of Administration at megan.wells@gisbos.org. Please include Recruitment & Benefits Manager in the subject line of your email.

