



## Safety & Human Resources Coordinator

**Position Summary:** This full-time position has a variety of Human Resources responsibilities including but not limited to safety, workers compensation, recruitment, onboarding, employee leaves, wellness, and customer service.

**Full Position Description:** The Town of Grand Chute's website has a detailed position description and employment application: <https://www.grandchutewi.gov/government/page/employment-opportunities/>

**Requirements:** Bachelor's degree in Business Administration with an emphasis in Human Resources, Occupational Safety or a related field. 2-3 years of general human resources and occupational safety experience. OSHA-30 certification or ability to obtain within 6 months of employment.

**2025 Salary:** The expected hiring range is between \$32.43 – \$37.06, depending on qualifications.

**2025 Benefits:** Employer contribution of 6.95% into Wisconsin Retirement System; State of WI Health Insurance; Vision Insurance; Accident Insurance; Critical Illness Insurance; 100% employer paid Dental Insurance, Life Insurance, and Income Continuation Insurance Premiums; 80 hours of paid holidays per year; 8 hours of sick leave per month (accumulation to 960 hours) and sick leave incentive; vacation leave; education reimbursement; the Town is a qualifying employer under the Public Student Loan Forgiveness Program; employee assistance program; and attractive work hours; plus a welcoming, friendly, and respectful work environment!

**How to apply:** Please submit a cover letter, resume, and application to [hr@grandchutewi.gov](mailto:hr@grandchutewi.gov).

**Selection Process:** Application materials will be reviewed as they are received, and a formal review of all applications will start on approximately **March 31, 2025**. This announcement will remain posted, and we will continue to accept application materials until the position is filled.

The Town of Grand Chute is an Equal Opportunity Employer and encourages all qualified individuals to apply.

**Our Community:** Grand Chute, population 23,495, is the largest township in Wisconsin. We are located in Wisconsin's Fox Cities region, a metropolitan area of 370,000 residents. With a tax base of \$3 billion, Grand Chute is the area's commercial and retail center. The Fox River Mall anchors a regional shopping, hospitality, and entertainment district. Grand Chute is home to the main campus of Fox Valley Technical College; Fox Cities Stadium (featuring the Wisconsin Timber Rattlers Class A affiliate of the Milwaukee Brewers); Gordon Bubolz Nature Preserve; Champion Center (an elite ice and hard court sports complex); several community and neighborhood parks; and, an extensive network of pedestrian and bicycle facilities. The community features a strong and diverse employment base. Among our major employers are: Pierce Manufacturing, Presto Products, McCain Foods USA, Dixon Ticonderoga, and Werner Electric. Check out the Fox Cities Guide for things to do in and around Grand Chute: <https://xdigital.spiweb.com/publication/?m=65783&i=785087&p=30&ver=html5>