



Human Resources Generalist

POSTED ON SEPTEMBER 3, 2025

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of on-site Human Resources Generalist. Under the general supervision of the Village Clerk/HR Manager, the HR Generalist manages the daily functions of Human Resources including talent acquisition and on-boarding, benefits, retirement, leave of absences such as FMLA and workers' compensation, occupational health and safety, and employee relations. This position is a back-up to the Village Clerk/HR Manager.

The ideal candidate will be detail-oriented, have excellent time management, organizational, and multi-tasking skills as well as interpersonal, verbal, and written communication. Will handle confidential material and information in an ethical, professional manner. Excellent customer services skills and problem solving a must.

Full Job description available upon request.

Qualifications:

Bachelor's degree in human resources or related field. Minimum of two (2) years of related experience required. HR Certification a plus. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

Salary & Benefits:

Range is \$75,000- \$90,000 per year DOQ; an excellent benefits package is available.

How to Apply:

Please send completed application, **cover letter and resume to lromine@antioch.il.gov**.

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.