



Human Resources Coordinator

Sunrise Springs Spa Resort located among breathtaking cottonwood trees overlooking natural spring fed ponds in a tranquil and inspiring environment seeks an exceptional Human Resources Coordinator. You will perform a variety of HR and administrative functions such as: recruiting, new hire orientation, benefits, employee training, record-keeping, HRIS, and workers' compensation.

If you have the following, we want to hear from you!

- At least two years of human resources experience, preferably in hospitality.
- Bi-lingual (Spanish and English).
- Exceptional computer skills – MS Office. Paylocity experience a plus.
- Highly organized. Meticulous attention to detail.
- Reliable and punctual.
- Ability to work holidays.
- Ability to sit, stand, reach, lift, bend, climb stairs, navigate uneven ground, and walk throughout the entire resort.
- Associates degree preferred.

If you'd like to join a collaborative, energetic, results-driven team that provides excellence to our 120 employees, please send your cover letter and resume to: HR@sunrisesprings.com.

We offer competitive compensation as well as discounts on services and products at Sunrise Springs and our sister resort, Ojo Caliente Mineral Springs Resort & Spa. Sunrise Springs is a healthy, smoke-free resort.

Our mission is to provide gracious hospitality while stewarding and sharing sacred springs.

July 5, 2019