

Amherst County is recruiting a full-time Human Resources Specialist. This position assists the Director of Human Resources with the daily operations of the Human Resources department, providing administrative and office management support functions. The position requires a detail-oriented person with strong customer service skills. The ability to maintain confidentiality and work quickly and independently toward deadlines is key.

An associate's degree in human resources or a related field, proficiency with the Microsoft Office suite and at least two years of personnel management experience is required. Completion of a human resources certificate program is preferred. The schedule is M-F, 37.5 hours per week.

Interested candidates may apply by submitting a resume through Indeed (link below).

<https://www.indeed.com/jobs?q=hr%20specialist&l=Amherst%2C%20VA&ts=1563912639781&pts=1543937689906&rq=1&fromage=last&vjk=63135e6d57d20194>

Questions regarding the position may be answered by contacting Human Resources Director Linda Martin Warner at (434)946-9420 or via email at hr@countyofamherst.com. This position is open until filled. EEO