

Human Resource Manager

The Town of Pulaski, Virginia is seeking a Human Resources Manager. This position will lead and direct all functions of the Human Resources Office to include: processing new hires, administering pay, benefits and leave, and enforcing Town policies and procedures. Maintaining confidentiality and treating all parties with dignity and respect while servicing any area of responsibility is essential.

A Bachelor's degree in Human Resources or a related field is preferred. A minimum of three (3) years' experience and extensive knowledge and understanding of Human Resources and payroll activities is required. Salary range is \$54,737-\$87,570 depending upon experience.

Applications may be obtained in the Municipal Building located at 42 1st St., N.W. Pulaski, VA or online at www.pulaskitown.org. Include a cover letter and resume with the application and send to rmlepper@pulaskitown.org or mail to the Town of Pulaski, Virginia; Attn: Rebecca Leeper; P.O. Box 660; Pulaski, VA 24301. Review of applications will begin on December 1, 2020 and will continue until the position is filled. The Town of Pulaski is an equal opportunity employer.