



COUNTY OF AMHERST



Human Resources

AMHERST COUNTY ADMINISTRATION BUILDING
153 WASHINGTON STREET
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AMHERST, VIRGINIA 24521

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HR Generalist

Amherst County is looking for a mid-level professional to fill a full-time Human Resources Generalist position. This position serves as the assistant and back-up to the Director of Human Resources in a busy two-person Human Resources department assisting over 300 full and part-time employees.

A four year degree in a human resources field and at least five years of increasingly responsible human resources experience is required. Certification as a SHRM-CP or SCP or as an aPHR or SPHR will set a candidate apart. The competitive candidate will also be a detailed oriented person with a strong work ethic. Attendance and the ability to serve in a position of trust, maintain confidentiality, and work quickly and independently toward deadlines are key. Proficiency with the Microsoft Office suite and the ability to provide timely and accurate office management support functions are required skills. Experience with online payroll, timekeeping and benefits enrollment systems is preferred.

The hiring range is \$48,690 to \$54,600 and includes full County benefits.

Interested candidates must apply by submitting a resume through Indeed at the link below:

[HR Generalist - Amherst, VA 24521 - Indeed.com](#)

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