



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. In person staffing of the Human Resources office is a requirement.

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 a PHR or SPHR will set a candidate apart. The competitive candidate must also be a detailed oriented person with critical thinking skills, and a strong work ethic. Attendance and the ability to serve in a position of trust, maintain confidentiality, and work accurately and independently toward deadlines are key. Proficiency with the Microsoft Office suite, online payroll, time-keeping and benefits enrollment software is required. The ability to provide timely and accurate office management support functions is also a required skill.

The hiring range is \$55,485 to \$66,180 DOE/DOQ and includes full County benefits. Employee benefits include employer subsidized retirement and health insurance plans, deferred compensation with an employer match, generous leave benefits, holidays off, EAP, etc.

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

<https://www.countyofamherst.com/category/?categoryid=6>

Questions regarding the position may be answered by contacting Human Resources Director Linda Martin Felix at (434) 946-9420 or via email at hr@countyofamherst.com. For first consideration, please submit your resume by January 26, 2024. This position is open until filled. EEO