

EMPLOYMENT OPPORTUNITY
SOUTHSIDE ELECTRIC COOPERATIVE, INC.
CREWE, VIRGINIA
Human Resources Specialist

Southside Electric Cooperative is seeking a self-motivated, results-oriented individual with a can-do team mentality to assume responsibilities as a Human Resources Specialist. This position is responsible for providing efficient administrative human resources-related services in accordance with Southside Electric's policies and procedures, applicable laws, rules and regulations.

Education: high school diploma or equivalent required. Additional education: minimum requirement of an Associate's Degree with emphasis in Human Resources, Business Administration or related field (see required Experience below). Bachelor's Degree in Human Resources, Business Administration, or related field is strongly preferred.

Experience: with Bachelor's Degree – three (3) to five (5) years of related work experience in the human resources administration area. With Associate's Degree: eight (8) years of related work experience in the human resources administration area.

Equivalent combination of training and experience may substitute for additional education.

All interested applicants must have the following knowledge/skills/abilities:

In-depth, working knowledge of HR policies, principles, and practices, business and labor laws, health insurance plans, and pension programs. Solid understanding of payroll and payroll tax laws. Knowledge of basic accounting procedures preferred. High level of interpersonal skills to handle sensitive and confidential situations and documentation. Ability to maintain a high level of confidentiality of human resources/compensation information. Ability to research information and analyze data to arrive at valid conclusions and interpret and apply laws and policies. Advanced knowledge of Windows OS and Microsoft Office Suite. Ability to quickly learn various software packages. Effective skills for operation of all office equipment. Ability to multi-task and have strong attention to detail in composing, preparing, and proofing materials and documents, establishing priorities and meeting deadlines. Excellent communication skills with individuals and small groups. Ability to establish and maintain effective working relationships. Ability to work in an organized manner and handle stressful situations. Ability to work with little or no supervision.

Should have valid First Aid and CPR cards or acquire within one year from date of hire. Must be able to report/respond to work when needed. Must make his/her residence within sixty (60) minutes legal driving time to the Headquarters Office located at 2000 West Virginia Avenue, Crewe, Virginia.

Extra hours may be necessary during emergencies or when the workload demands. Attendance at seminars, conferences, employee meetings, safety meetings, and Members' Annual Meeting as requested or assigned.

All interested applicants should apply by 5:00 p.m., Tuesday, February 28, 2017, either online through the Southside Electric Cooperative website (www.sec.coop), or in person at the Southside Electric Cooperative Headquarters Office, 2000 W. Virginia Avenue, Crewe, VA. Applications will not be accepted via U.S. Mail.

Will hire only American citizens and aliens who are authorized to work in the United States. Documents to establish identity and employment eligibility are required.

All offers of employment are conditional upon a negative alcohol and controlled substance test.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.