

COUNTY OF ASHE POSITION VACANCY

Human Resources Coordinator

Ashe County is seeking applications to fill a vacancy in the Administration Department as Human Resources Coordinator. Successful applicant will be responsible for recruiting new employees, assisting employees with benefit plan enrollment, and maintaining personnel records for the various County departments. Employee will be responsible for maintaining FMLA records and filing worker's compensation claims. Successful applicant must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Applicant must exercise tact and courtesy in frequent contact with the general public. Employee works under the direction of the County Manager. Salary: \$49,461.00 annually plus excellent benefits package. For a full job description and a Form PD-107 application, visit www.ncworks.gov or www.ashecountygov.com. Completed applications with a resume attached may be mailed to County of Ashe, Attn: Human Resources, 150 Government Circle Suite 2500, Jefferson NC 28640 or faxed to 336-846-5516. Emailed applications will be accepted at humanresources@ashecountygov.com. Deadline for applications is Friday, May 26, 2023 at 5:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**