



Human Resources Associate

The Town of Benson is seeking a highly motivated professional to fill the role of Human Resources Associate. The ideal candidate will have strong organizational skills and a proven ability to creatively develop, implement, and lead human resources functions. The ideal candidate will be a dedicated and driven public servant willing to take on the challenge of developing this new role to support and further the mission of the Town of Benson.

The Human Resources Associate role will be responsible for recruitment and new hire training of personnel, writing and communicating policies, filing and managing workers compensation claims, maintaining accurate personnel records, and coordinating bi-monthly health and safety training sessions. Work requires an understanding of federal and state employment law, ability to show professional discretion with confidential information, knowledge of municipal government operations, strong written and verbal communication skills, and strong organizational skills. Work is performed under the direction of the Town Manager.

Desired qualifications: A Bachelor's Degree in Human Resource Management, Public or Business Administration, Psychology, or a related human service field and considerable experience of a progressively responsible nature in personnel management, particularly with a municipal government. An advanced degree in Human Resource Management or a related field is preferred.

Salary and benefits: The salary range for the position is **\$42,120-\$63,180**, and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) match, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives.

The position is open until filled. To receive full consideration, qualified applicants are encouraged to apply as soon as possible. Applications must contain a cover letter, a resume containing, a list of 3 references, and a completed Town of Benson Employment Application. All materials must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Terry Hobgood, Town Clerk, at thobgood@townofbenson.com.

To access an application visit www.townofbenson.com and navigate to the Employment page. The Town of Benson is an equal opportunity provider, employer, and lender.