



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<i>To:</i>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission</li> </ul>
<i>From:</i>	Kathy Payne, Executive Director 
<i>Date:</i>	6-7-16
<i>Re:</i>	<b>JOB VACANCY</b>
<i>Position Title:</i>	<b>Human Resource Manager</b>
<i>Location Address:</i>	533 N Carolina Avenue Highway 601 N, Boonville, NC
<i>Work Schedule:</i>	Generally Monday–Friday, 8–4:30
<i>Wage Range:</i>	\$39,915 – 47,898 DOE
<i>Starting Date:</i>	July 11, 2016
<i>Job Objective:</i>	Responsible for contributing to the overall strategic HR leadership of the agency with approximately 240 employees. The HR Manager will serve as an internal consultant to agency management team, supervisors and employees on personnel issues that affect performance and business relationships.
<i>Education Requirements:</i>	<ul style="list-style-type: none"> <li>▪ Bachelor Degree required with concentration in Human Resources preferred.</li> <li>▪ Two (2+) years' experience in Human Resource Management preferred.</li> <li>▪ SHRM Certified Senior Professional (SPHR) preferred.</li> </ul>
<i>Close Out Date</i>	Until Filled
<i>Contact:</i>	Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>  Application Supervisor, <a href="mailto:kpayne@yveddi.com">kpayne@yveddi.com</a>

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER