



# Lumbee River Electric Membership Corporation

P.O. Box 830, Red Springs, NC 28377 Phone: (910) 843-4131 Fax: (910) 843-2079

## POSITION SPECIFICATIONS

### Manager of Human Resources

**Education:** An Undergraduate degree in Human Resources or related area is required. Extensive work experience in a Human Resources environment may be considered in lieu of education. PHR (Professional in Human Resources) certification is a plus.

**Experience:** Six years of progressively responsible experience in a human resources environment required. Must have experience in developing and administering Human Resources programs including but not limited to wage and salary administration, payroll, succession planning, risk management and benefits administration. Experience should include supervisory and management experience.

**Job Knowledge:** Should have an in-dept understanding of labor laws, regulations, employment practices, wage and salary administration, payroll, training, succession planning and benefits administration. A thorough understanding of office procedures, concepts and practices. Must be able to develop and manage budgets, understand and apply cooperative policies and procedures, and grasp operations aspects of an electric cooperative.

**Abilities and Skills:** Should be skilled in the areas of organizing, planning, directing and controlling and be able to apply the latest techniques in these areas. Must be capable of meeting cooperative goals through the implementation of strategic plans, etc. Must be able to communicate effectively both orally and in writing. Must be skilled in motivating, training, and evaluating employees in order to obtain the highest degree of productivity, and be responsible for the development of individual capabilities. Must be able to deal with a variety of people under varying circumstances. Must be able to work in a confidential environment. Must have working knowledge of a PC and its various applications. A valid North Carolina driver's license is required

**Working Conditions:** Generally accepted office conditions. Occasional work on nights and weekends. Occasional travel in the performance of work responsibilities and representation of the cooperative at various professional and association meetings.

Applicants chosen will be subject to medical examination, drug screen, and criminal background investigation.

**Interested applicants should forward resume with a cover letter to:**

Manager of Human Resources  
Lumbee River EMC  
P. O. Box 830  
Red Springs, NC 28377

**or**

Email: [jackie.harding@lumbeeriver.com](mailto:jackie.harding@lumbeeriver.com)

Fax: 910-843-2079