

POSITION AVAILABLE
HUMAN RESOURCE/ RISK MANAGEMENT COORDINATOR

Colleton County is accepting applications for Human Resource/ Risk Management Coordinator in the Human Resources Department. The successful candidate will, under limited supervision assist with the general administration regarding benefits, payroll, training and development, legal compliance and other human resource issues. Will also plan, organize, coordinate, develop recommendations, implement and administer loss prevention and risk management programs for the County.

Associates Degree in Human Resource Management, Business Administration, Public Administration or a closely related field required and at least three years' experience in human resources/risk management or a related field, or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Risk Management Certification from SCAC or any accredited risk management program required. Pre-employment drug screen and a satisfactory background check also required.

Applications may be submitted at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, South Carolina 29488 or the closest S.C. Works Facility. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County is an Equal Opportunity Employer.

GRADE: 9

MINIMUM HOURLY RATE OF PAY: \$15.09 TO \$16.48 (DOQ)

FULL-TIME

SC STATE RETIREMENT & INSURANCE