

# Notice of Job Opening

**To:** All Districts  
**From:** Amy Tipton  
**Date:** March 26, 2019  
**Re:** Human Resource Assistant Opening

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*Position is open Internally and Externally*

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Southwest Tennessee Electric Membership Corporation is currently accepting applications for a full time Human Resource Assistant. This position is in our Corporate Headquarters in Brownsville and will assist the VP of Human Resources in the administration of Southwest Tennessee Electric's HR Department to include employee benefits and maintaining personnel records. This position will also help maintain Policy Procedure Manual, Operating Procedure Manual and Office Procedure Manual, assist with Defined Benefit (retirement) Plan and 401k Plan as well as perform various other administrative duties. A high school diploma is required. An Associate degree in Human Resources, Office Administration, Business Administration or related field is preferred. The applicant must possess good oral and written communication skills, must be proficient with personal computers and Microsoft Office software. Applicant must be able to handle detail work accurately. Benefits include health, dental, life and LTD insurance, 401K, paid vacation, sick leave and holidays. Applications may be picked up and submitted at any STEMC office or downloaded from our website at [www.stemc.com](http://www.stemc.com) and e-mailed to [atipton@stemc.com](mailto:atipton@stemc.com) by Tuesday, April 9, 2019 at 5:00 p.m.

*An equal opportunity employer male/female/disabled.*

**Amy Tipton**

**VP Human Resources**

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