

## Missouri Veterans Commission (MVC) – Headquarters

### Is seeking a Human Resources Manager

The Missouri Veterans Commission is offering a dynamic opportunity as a Human Resources Manager for the skilled and experienced Human Resources Professional. This position plans, directs, and administers a comprehensive HR approach affecting over 1,700 MVC employees working in MVC Headquarters in Jefferson City; seven Veterans Homes in various locations; five Veterans Cemeteries; and Veterans Service Offices located throughout the State. The HR Manager serves a primary staff advisor to MVC leadership on all issues Human Resources initiatives, including recruitment and placement, position classification and management, labor and employment relations, equal employment opportunity, employee development and training, and directs all clerical and administrative HR functions for the MVC Workforce.

The successful applicant will have the satisfaction of leading Human Resources initiatives and programs important to MVC employees who serve Missouri Veterans in various capacities.

Salary to commensurate with experience

The position is domiciled in MVC Headquarters located in Jefferson City and serves as member of the MVC Program Managers team.

Please consult the attached [MVC position description](#) for details.

#### **Qualifications for this position:**

Applicants must meet eligibility requirements of Human Resources Manager as established by the Office of Administration, Division of Personnel and found at this link: [Office of Administration- Division of Personnel](#).

#### **Benefits Include:**

Competitive Salary  
Retirement Plan  
Health, Dental, Vision & Life Insurance  
3 weeks paid vacation/year  
12 paid holidays/year

To apply for this position, please forward a completed MVC application, resume, transcripts and Confidential Release Form to: Becky Buechter, Personnel Clerk, Missouri Veterans Commission, PO Drawer, 147, Jefferson City, MO 65102, fax to (573)751-7660 or email: [Becky.Buechter@mvc.dps.mo.gov](mailto:Becky.Buechter@mvc.dps.mo.gov)

**For consideration, applications must be received by Close of Business, December 10, 2018**

An MVC application may be downloaded from our website at:  
<https://mvc.dps.mo.gov/docs/jobs/commissionApp.pdf>

The “Authorization to Release Confidential Information” form may be downloaded at:  
<https://mvc.dps.mo.gov/docs/jobs/ConfidentialReleaseForm.pdf>

For questions regarding this employment opportunity or other employment opportunities at the Missouri Veterans Commission, please contact Human Resources at (573)522-1424.

EOE; Drug Free Workplace  
MVH celebrates a diverse workforce