



JOB DESCRIPTION

Position: Human Resource Assistant

Position Description The Human Resource Assistant is responsible for performing Human Resources related duties in a professional level, working closely with the Human Resources Director in supporting Bank goals and strategic directions.

Position Summary The Human Resource Assistant assists with the day-to-day operations of the Human Resource department. The Human Resource Assistant will support the administrative aspect of Human Resources within project work, payroll processing, benefit administration, recruitment and onboarding, and employment record keeping.

Duties/Responsibilities

- Perform the maintenance and upkeep of personnel records and reporting needs
- Aid in recruitment efforts for all personnel including postings, screenings, and onboarding
- Coordinate employee onboarding schedules with various departments in the Bank
- Create informative employee communications with current and upcoming Human Resources events
- Support the Human Resources Director and other Bank employees with administrative tasks, such as filing, photocopying, faxing and mailings.
- Organize employee meetings and training events for various departments in the Bank.
- Provide detailed and timely Human Resource customer service, including delivery of accurate, prompt, and courteous assistance to both internal and external customers.
- Process new hire paperwork and employment verifications.
- Manage payroll processing and benefit administration, in a back-up capacity, as needed.
- Performs other duties as assigned by the Human Resources Director.
- Follows all 1st State Bank policies, procedures, compliance, and security practices.

Required Skills/Abilities

- Maintain confidentiality and appropriately handle sensitive information with discretion
- Excellent interpersonal, verbal, and written communication skills, projecting a professional image
- Self-motivated with the ability to meet established goals
- Able to problem solve
- Proficient in various computer programs including Microsoft Office Suite
- Exceptional attention to detail, organizational and time management skills

Qualifications

- Associates in Business Management, Human Resources, or Business Administration (required)
- Bachelor's degree, a plus
- 1-3 years of Human Resource experience