



Position: Human Resource Assistant
Reports To: SVP of Human Resources
FLSA: Non-Exempt – Part-Time
Location: Ability to work at any of our locations

Position Summary

The position of the Human Resource Assistant will work closely with the SVP of Human Resources and our external Trainer as well as our vendor partner(s) in accordance with the organization's Mission Statement and Core Values. The duties span the entire live cycle of an employee with an emphasis on managing our recruiting, government reporting, and assisting with facilitation of our training program. The person in this position will assist with all facets of the HR Departments planning and activities. The position requires interaction with Bank employees at all levels, vendors and customers, on a daily basis. The position reports to the SVP of Human Resources.

Essential Functions

1. Develops and manages appropriate recruiting strategies that maximize the effectiveness of the placement of exempt and non-exempt positions in a timely, cost effective manner which effectively markets the company brand. Utilize creative, professional and ethical recruiting methods.
 - Works closely with Company managers and supervisors to update or develop job descriptions.
 - Maintain requisitions and candidate records and tracking to be leveraged for applicable government reporting such as affirmative action program reporting and logs for applicable EEO and Veterans requirements, etc.
 - Identify recruiting resources, utilize creative and ethical recruiting methods to help identify top performing candidates for open positions, always promoting we are an equal opportunity employer with veteran's preference.
 - Promote internal candidates to apply for transfer and promotion opportunities
 - Promote employee referral program to stimulate applicant flow
 - Review and process applications of internal candidates and potential external candidates.
 - Set up interviews communicating with applicants and managers/supervisors, prep interview packets to include interview questions.
 - Work closely with HR to develop total compensation strategies to ensure appropriate market rates, perks and job levels are adequate to attract qualified candidates.
 - Perform required employment screenings; credit and background checks, references, etc.
 - Coordinate on-boarding process to quickly assimilate new hires in to the Company
 - Support Summer Internship program(s) to provide meaningful business experiences for the intern(s) and which result in a high impact for the Company.

2. Coordinate with HR to develop and manage the Company's government reporting requirements.
 - Develop and maintain reporting systems to gather required data as needed for various requirements
 - Gather information as needed from existing employees and new hires in order to complete reporting
 - Generate reports as needed
 - Monitor regulatory and reporting requirements, research and modify programs as those requirements change and new obligations arise.
 - Work as a department to complete Company responsibilities timely and accurately
 - Communicate with management and employees to ensure they maintain an overall understanding of Company and individual responsibilities
 - Participate in facilitation of necessary training in correlation to these regulations

3. Assist with the facilitation of our company trainings with both internal and external resources
 - Organize and set up rooms to include reserving locations, communicating with appropriate parties
 - Order and maintain supplies and decorations for future trainings and company events
 - Communicate training sessions and maintain sign ups, track attendance
 - Work with trainer to ensure they have necessary supplies
 - Work with IT as necessary to ensure technology aspects are set
 - Order food when applicable, arrange for delivery or pick up
 - Reset training areas for future use

4. Cross train and work jointly with HR and other departments to support employee initiatives
 - Assist with employment benefit onboarding, changes and annual Company benefit review, renewal and enrollment.
 - Support with quarterly and annual performance reviews, responding to questions, tracking completion, filing and updating employee personnel files
 - Track Career Development Plans and individual goals, assist in locating resources and track accordingly, assist with assimilation to Succession Plan
 - Provide assistance as needed with payroll changes, processing and in maintaining documentation to include special annual entries
 - Support as needed with any resignations and terminations
 - Participate in and assist in planning employee activities and events to maintain morale

- Must be willing to assist with other department responsibilities as needed
- Maintain knowledge of banking products and services to cross sell to customers
- Provide exceptional customer service while maintaining knowledge of Bank policies and procedures, applicable laws and regulations/compliance requirements including but not limited to the Bank Secrecy Act, the Patriot Act and the Office of Foreign Assets Control

Additional Responsibilities

- Complete required compliance training annually
- Provide back up and assistance for phones as needed
- Participate in a minimum of two Heritage Club events annually
- Participate in two Highlander Cross Country or Track events annually
- Participate in two community events representing TRB (manager approval)

Skills and Competencies

- Human Resources experience desired. Banking and/or Accounting related experience preferred
- Degree in Human Resources or related field or equivalent combination of education and experience.
- Familiarity with FMLA, ADA, HIPAA, EEOC and other federal and state employment laws helpful
- Must be able to communicate verbally and in writing across all facets of Bank
- High attention to detail and accuracy
- Must be bondable
- Computer proficiency required – ability to use internet, email and Microsoft Office Word, Excel and PowerPoint and comfort in using data base programs
- Must be able to conduct oneself in a manner that promotes trust in individuals and our organization.
- Must maintain confidentiality at all times due to the nature of information about internal and external customers and transactions
- Work cooperatively and respectfully with all Bank Team Members
- Self-directed – be able to fulfill the responsibilities of the position with minimal supervision
- Must be able to prioritize and organize responsibilities to maximize productive results

Physical Demands

- Normal office environment
- Extended PC viewing, keyboarding with periods of sedentary work
- May be required to stoop, kneel, stand, walk, talk, hear, reach with hands and arms
- May be required to occasionally lift/move up to 30 pounds

The physical demands notes above are representative of those that must be met by an employee to successfully perform the essential function of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Printed Name