



HUMAN RESOURCES GENERALIST GRIFFIN

Job Summary:

The Human Resources Generalist performs a wide variety of tasks assisting with some or all of the following functional areas of Human Resources: employment, benefits, payroll, performance management, compensation, training, Affirmative Action/Equal Employment Opportunity, safety & wellness and compliance. Trains on and uses various HR software systems to complete work. Responds to questions and inquiries from managers, employees and candidates. Provides consistent high quality Signature Customer Service to internal and external customers. Will function as backup for both payroll and benefits administration.

Job Duties:

- Based on departmental needs, performs a wide variety of tasks in support of HR activities relating to HR software applications, employment, benefits, and payroll.
- Assists with recruiting, hiring and on-boarding.
- Backup for both payroll and benefits administration.
- Assists with the monthly insurance process to include bill review and account reconciliation.
- Implements and coordinates employee recognition program.
- Manages Wellness program and annual Health Risk Assessment process.
- Maintains and updates all legally required HR posters.
- Manages the Workers' Compensation required postings and updates panel of physicians.
- Reports, maintains and monitors all Workers' Compensation case files; follows-up on open cases.
- Coordinates data-related activities and ensures data archiving, filing, documentation and retrieval is completed accurately and in a timely manner (both hard copy and electronic files).
- Trains and assists in the administration of ADP, BAI, Synergy and other HR software systems.
- Assists with processing and verifying employee information and changes in ADP and other HRIS systems.
- Accurately prepares, updates and submits reports as requested.
- Each HR team member is expected to be aware of risks within their functional area(s). This includes observing all policies, procedures, laws, regulations and risk limits specific to their role.
- Position will be required to comply with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
- Performs other duties as assigned.

Job Requirements:

- Bachelor's degree in Human Resources, Organizational Management, Business, Psychology or related discipline. Equivalent, relevant Human Resources experience and education/certification progress and courses completed may be considered as a substitute.
- Ability and desire to learn, as training will be ongoing.

- Commitment to continuing professional development.
- Effective interpersonal, written and verbal communication skills to effectively and tactfully interact with employees, customers and vendors at all levels.
- Must be detailed oriented, organized and capable of multi-tasking with the ability to prioritize tasks based on departmental goals and needs with minimal supervision.
- Strong customer service orientation.
- Knowledge of Human Resources best practices and current regulations.
- Uses discretion and keeps confidential information private.
- Exhibits and values strong personal integrity and ethics.
- Adaptability and flexibility in a fast-paced team-oriented environment; willingness to assist team members as needed.
- Ability to work on multiple projects simultaneously, managing time and resources to ensure work is completed accurately, efficiently and within established time frames.
- Analytical and problem solving skills.
- Professional demeanor and presentation.
- Requires attention to detail to ensure work is accurate and the verification and checking of others work is accurate.
- Must be a quick learner, self-motivated and have a strong desire to succeed; ownership and pride of work
- Proven computer skills required; advanced knowledge of personal computers to include Microsoft Office Suite (Outlook, Word, Excel....) and the ability to quickly learn and utilize different software.

Preferred Education and Experience:

- Human Resources experience in Banking
- Minimum of three years of HR generalist experience
- SHRM Certified Professional
- Working knowledge of current employment law

Competencies:

- Business Acumen.
- HR Expertise.
- Relationship Management.

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