

**HR MANAGER  
JOB SUMMARY**

**Position purpose**

Directs, coordinates and manages the recruiting and onboarding, training and assisting in maintaining strong corporate culture.

**Responsibilities/Duties/Functions/Tasks**

- *Management & Training*
  - Coordinates, researches and evaluates outside training providers for management and full team training opportunities as well as developing a training plan for each employee in the Bank.
  - With input from senior management, plans training calendar based on Bank's goals and objectives
  - Through on-going training and recertification classes, maintains up-to-date knowledge of important HR laws and regulations
  - Represents the Bank in HR organizations
  - Plans monthly employee lunches and Lunch 'n Learn sessions
  - Maintains schedule for monthly staff meetings and works with departments on providing breakfast
  - Provides monthly updates at staff meetings regarding all matters HR as well as keeps employees updated on HR matters via email or other ways as needed.
- *Recruiting*
  - Creates and maintains job descriptions for positions throughout Bank, consulting with immediate supervisors on changing needs of departments
  - Establish a clear and concise succession plan for all positions deemed vital to the Bank's growth and every day operations
  - Manages the Bank's use of approved recruiters to find suitable candidates for open positions and maintain relationships during times of full-staff
  - Places help wanted ads in appropriate media and on websites, both paid and unpaid
  - Conducts ongoing recruiting to build up "bench strength" for bank in key positions
- *Orientation and Hiring process*
  - Plans orientation schedules for new employees
  - Maintain all forms and procedures for employees from hiring to termination as well as other matters relating to their work with the Bank.
  - Maintains up to date handbook detailing policies and procedures
  - Manages annual review process to assure timely and accurate reviews being performed
- *HR Administration*
  - Learn payroll system and benefits programs to serve as backup to HR benefits administrator
  - Responsible for management of HR processes and keeping them updated

**Qualifications**

Minimum 1-2 years' experience in a human resources management role

PHR designation preferred

Proficient with MS Suite

Undergraduate college degree, preferably with an HR Related Degree.

Quantum National Bank is an equal opportunity employer.

This document is for information purposed only and is not to be construed as an employment agreement or contract, Quantum National Bank retains the right to amend or change job description at any time without prior notice.