

**Position: Human Resources Generalist**

**Purpose:** The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management. This position's primary responsibility is in benefits management and will also have responsibilities in the following functional areas: training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

**Location:** Colony Bank, Warner Robins, GA 31088

**Essential Functions and Basic Duties:**

1. Manage all benefit plans for the company including insurance, retirement, and equity compensation plans.
2. Participates in developing department goals, objectives and systems.
3. Coordinate and assure that personnel files throughout the company meet minimum file requirements established by the company (employment applications, annual performance reviews, etc.)
4. Assist with recruitment effort for all exempt and nonexempt personnel, students and temporary team members; conducts new-team member orientations.
5. Coordinate and communicate with responsible individuals throughout the company to assure compliance with the affirmative action policy, including coordinating, posting, and removing job openings with the DOL and local market advertising.
6. Maintains human resource information system records and compiles reports from the database.
7. Maintains compliance with federal, state and local employment and benefits laws and regulations.
8. Assist with all areas of running payroll. Backup to payroll coordinator.

**Qualifications:****Education:**

1. A high school diploma or equivalent.
2. Post graduate education and/or HR certification preferred.
3. Completes periodic training provided and/or required by Colony.

**Experience:**

1. Three or more years experience in human resources required.
2. Banking experience preferred.

**Knowledge:**

1. Understand personnel policies and procedures.
2. Willingness to continually improve knowledge of the bank by completing required training and optional training as needed.

**Skills/Abilities:**

1. Must present a professional image.
2. Ability to use various office equipment, including computer, e-mail, internet, and calculator.
3. Proficient in various computer programs.
4. Have a high degree of interpersonal skills, attitude, judgment, communication, and the ability to effectively interact with team members.
5. Excellent organizational skills.
6. Possess a high degree of integrity.
7. Ability to understand complex state and federal employment laws.

**To submit resume, send to [hr@colonybank.com](mailto:hr@colonybank.com)**

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