



Human Resources Officer

Exchange Bank & Trust is looking for a full-time human resources officer.

Duties:

- Develop and implement human resource policies and procedures to recruit and retain the best possible staff to serve the bank
- Handle employee relations, benefits administration, and ensure compliance with local, state, and federal labor laws
- Manage the full hiring process – including writing job descriptions, screening resumes, and conducting interviews
- Resolve staff conflicts, handle disciplinary actions, and address workplace complaints
- Process payroll bi-weekly
- Generate regular reports to management and to the board of directors
- Assist with bank examinations and audits
- Handle multiple insurance products and related paperwork to add, remove, and adjust employees and to reconcile against the general ledger
- Oversee employee performance reviews and guide managers on feedback processes
- Recommend salary increases, as suggested by department heads, to bank management
- Enter benefit information into the bank's payroll and/or human resources system
- Plan onboarding programs and staff training exercises
- Other duties and tasks, as assigned

Education:

Bachelor's degree in human resources or related field

Experience:

Previous human resource management experience preferred

Please fill out online application or email resume to bhawk@ebt.bank.