

Human Resources Coordinator

The job of the Human Resources Coordinator is vital to our success. People are our most important asset, and this role is key to ensuring we have a happy and productive workplace. The Human Resources Coordinator will promote corporate values and shape a positive culture.

Duties:

- Implement human resource strategies and initiatives aligned with business strategy.
- Assist in the employee onboarding process and provide clarity and connection for employees
- Plan, monitor, and appraise human resource activities by resolving employee grievances and counseling employees and supervisors.
- Nurture a positive working environment.
- Oversee payroll administration and reconciliation, including regular payroll processing.
- Maintain and enhance employee benefits programs
- Assist with recruitment efforts, and aid Learning and Development Coordinator
- Ensure compliance with national and local human resource regulations
- Identify and recommend improvements to internal standard operating procedures
- Remains calm, composed, tactful, and respectful in difficult situations.
- Demonstrates dependability, honesty, promptness, and commitment to excellence.
- Demonstrates a high level of interpersonal skills by relating well to others.
- Projects a professional image in dress, demeanor, and communication.
- Displays flexibility including assisting in other departments and facilities.
- Attends human resource related training outside of the credit union, at least annually
- Understands and assures compliance to credit union policies and procedures.
- Always maintains confidentiality, inside and outside of work.
- Works to foster a culture of inclusion.
- Completes special projects as assigned.

Experience:

- Progressive work experience in human resource roles
- People oriented and results driven
- Knowledge of HR systems and databases
- Ability to develop and deploy strategic solutions
- Excellent active listening, negotiation, and presentation skills
- In-depth knowledge of labor law and human resource related best practices

To apply, e-mail your resume to hr@members1st.com with the subject line: Human Resources Coordinator

