



Human Resource Manager

This is a full-time position. Resumes may be emailed to lfrysinger@midcomm.org.

HR Manager Job Responsibilities:

- Administer employee benefit programs
- Administer staff onboarding and offboarding processes
- Administer compensation plan
- Administer job descriptions
- Administer Employee Handbook
- Oversee recruiting, interviewing, and selection of new staff
- Coordinate sponsored employee services and activities designed to enhance employee/organizational relationships
- Effectively administer collective bargaining agreement
- Effectively administer a Staff Development Program
- Effectively process weekly payroll
- Effectively manage employee personnel files
- Effectively manage accrued paid time and usage of paid time
- Effectively administer job openings within the organization
- Effectively manage vendor relationships
- Effectively foster teamwork with staff and managers
- Participate on Pandemic Team and oversee staff communications
- Proactively communicate all HR related topics to staff
- Perform other duties as assigned

HR Manager Maintains:

- A high degree of confidentiality
- A superior level of member service, be a positive role model for staff and demonstrate a high level of commitment to the organization
- Basic knowledge of arbitration process and contract negotiations
- Working knowledge of related computer systems and applications
- Working knowledge of banking practices, policies, procedures, operations, products, services, and regulations
- Working knowledge of accounting principles and business practices to effectively manage budgets
- Excellent communication skills

- Excellent project management skills
- Thorough knowledge of credit union policies and procedures
- Thorough knowledge of the responsibilities of the departments within the credit union
- Thorough knowledge of applicable laws and regulations
- Thorough knowledge of business and management principles
- Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Thorough knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations and negotiation, and human resource information systems
- Active listening skills
- Critical thinking skills

Qualifications:

- A minimum of two years of experience in Human Resources or an HR related Certification or bachelors' degree preferred