



HUMAN RESOURCES MANAGER

Department: Human Resources

Reports To: Chief Operations Officer

Our Human Resources Manager provides a wide variety of personnel related duties to include maintenance of payroll, attendance, benefits and insurance billings; may work on surveys and special projects; other responsibilities may include new employee orientation and maintaining personnel files.

Essential Duties and Responsibilities

- Maintain personnel files ensuring confidentiality
- Review all employee onboarding, changes, and terminations
- Maintain employee records
- Arrange employee training of company provided training resources
- Staying up to date with employ taxes
- Review/Approve payroll with close detail
- Maintain attendance records for sick time, personnel time off, and vacations
- Complete human resources related surveys and special projects as assigned
- Performs other duties as assigned
- Follows procedures keeping security of bank in mind
- Assist with audits and compliance examinations for human resources and personnel matters
- Demonstrates knowledge of the industry in term of laws and regulations
- Keeping labor law posters updated annually
- End of year reporting
- Update policies and procedures
- Oversee Human Resources Assistant
- Assist/file employee complaints and issues
- Review disciplinary Action Forms
- Annual Evaluations

Supervisory responsibilities:

- This is a manager position
- Will oversee one HR Assistant

Job qualifications:

- Education:
 - Associate's degree from a two-year college or technical school
- Experience:
 - Minimum two years related experience in Human Resources
- Language skills:

- Ability to read, analyze, and interpret general business periodicals, procedures
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of people
- Mathematical skills:
 - Intermediate Skills: Ability to calculate figures and amounts such as interest and percentages
- Reasoning ability:
 - Ability to solve practical problems and deal with situations where limited standardization exists; ability to interpret instructions furnished in written, oral, or schedule form
- Other skills:
 - Ability to manage multiple tasks with efficiency
 - Proficiency in computer skills to include Excel and Word
 - Experience with ADP preferred

Why Midwest Regional Bank?

Known as The Bank of Tradition and Progress, Midwest Regional Bank provides outstanding customer service and maintains a strong commitment to the communities we serve. As a community bank, we make all decisions locally and encourage our employees to bring new and innovative ideas to our daily processes. We are an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening. Send cover letter and resume to msavacool@mwregionalbank.com