



Job Title: Human Resources Representative

Seniority Level: Intermediate Level

Reports to: Human Resources Manager

Employment Type: FT/Non-Exempt

Job Summary:

The Human Resources Representative will assist the Human Resource Manager with complex and specialized administrative tasks including payroll processing, benefits administration, full-cycle recruiting, performance management, assign required training for compliance purposes, managing employee records, and supporting HR Manager with special projects.

Duties/Responsibilities:

- Process semi-monthly payroll through ADP, and all employee compensation matters such as bonuses, gift taxes, and incentive payments.
- Reconcile timecards and accrued leave balances for sick, vacation, floating holidays and personal days.
- Benefits administration including processing employee changes such as new hires, terminations, open enrollment, life events, and reconciling monthly bills.
- Support full cycle recruiting by posting job openings, screening resumes and setting up preliminary interviews.
- New employee onboarding by conducting reference checks, new hire paperwork, orientation and tracking benefits eligibility.
- Performs administrative and recordkeeping tasks related to employee changes, ensuring completion and accuracy of details such as employee contact information, pay rates, organizational structure, and other key details.
- Use learning management software (LMS) and other sources to assign required training and track completions.
- Employee reporting updates to track accrued leave, salary changes, turnover, tenure, and organizational charts.
- Plan and assist in employee appreciation events such as summer picnic, Christmas party, and other events.
- Other duties as assigned to support HR Manager.

Essential Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software in Excel, Word and Powerpoint.

Required Education and Experience:



At a minimum, an associate degree is required with a bachelor's degree preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Salary:

\$19 - \$24/hour based on experience

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