

Job Description

Title Assistant Human Resources Manager

Department(s) HR & PR

Reports to Human Resources Manager

Job summary

Under general supervision of the HR Manager, the Assistant Human Resource Manager should display remarkable human resource management knowledge and decision-making skills with a solid understanding of employee relationships, staffing management, and benefits administration.

Essential job functions

1. Administer and maintain employee benefit programs and resolve employee questions and issues related thereto.
2. Maintain employee database in Human Resource System related to benefits administration including, but not limited to, medical insurance, 401(k), leaves of absence, vacation, etc.
3. Administer and maintain employee training system and records
4. Monitor and administer Loan Originator licensing requirements and company sponsorship in the NMLS system. Communicate licensing requirements, issues, and timeframes to the branch and senior management.
5. Maintain, track, and communicate annual Loan Originator education requirements by state
6. Supervise the Human Resources Specialist position while overseeing the completion of new hire background checks, establish and maintain employee files, complete payroll confirmations to employees as required by state laws
7. Assist managers and supervisors with job evaluations and related merit increases
8. Support all internal and external HR related inquiries or request. Keep up-to-date with the latest HR trends and best practice.
9. Assist Human Resources Manager as directed

Minimum requirements

High School Diploma/GED (college or SHRM certification preferred), four years of related experience which includes two years of general human resources experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

1. Exposure to Labor Law and employment equity regulations
2. Full understanding of HR functions and best practices
3. Effective HR Administration and people management skills
4. Works well under pressure and meets tight deadlines.
5. Strong decision-making and problem-solving skills
6. Intermediate accounting and payroll principals

Abilities required

1. Knowledge of employee benefits systems and procedures
2. Skill in evaluating and analyzing technical human resource administration activities.
3. Skill in both verbal and written communication.
4. Skill in preparing detailed reports.
5. Skill in performing detailed computations.



Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	50465-9011
Generic title	Assistant HR Manager
Pay grade	2350
Management? (Yes/No)	Yes
E/NE status	Exempt
Last revised	03/24/2020