



TITLE: HR & Talent Specialist

REPORTS TO: VP, Human Resources

PURPOSE:

The HR & Talent Specialist supports the day-to-day execution of Human Resources functions, with a primary focus on recruiting, onboarding, payroll, benefits administration, and HR systems. This role ensures consistency, accuracy, and efficiency across HR processes while contributing to a positive team member experience. The HR & Talent Specialist plays a key role in supporting organizational growth by helping to attract, onboard, and retain talent, while maintaining compliance and data integrity.

RESPONSIBILITIES:

- Coordinate and support full-cycle recruiting activities, including job postings, candidate tracking, interview scheduling, and communication with candidates and hiring managers.
- Assist with sourcing efforts and maintaining candidate pipelines to support proactive hiring needs.
- Prepare and manage offer letters, background checks, and pre-employment requirements to ensure a smooth and timely hiring process.
- Coordinate onboarding logistics, including new hire documentation, system setup, and orientation scheduling.
- Serve as a point of contact for new team members during onboarding, ensuring a positive and organized experience.
- Support payroll processing by maintaining accurate employee data, reviewing changes, and assisting with payroll preparation as needed.
- Administer benefits processes, including enrollments, changes, invoice coordination, and respond to team member inquiries.
- Maintain HRIS and employee records, ensuring accuracy, confidentiality, and compliance with internal policies and external regulations.
- Track and maintain HR-related data, including recruiting metrics, onboarding progress, and benefits activity.
- Assist with reporting needs and audits by gathering and organizing required documentation.
- Coordinate and manage Workers' Compensation claims, including reporting, documentation, communication with vendors, and tracking claim status.
- Administer and respond to unemployment claims, including gathering documentation, submitting responses, and maintaining accurate records.
- Support the execution of HR initiatives, including engagement efforts, recognition programs (such as Bonusly), and culture-related activities.
- Collaborate with the HR Generalist and VP of HR to ensure alignment and consistency in HR processes and team member experience.
- Stay current on HR processes, tools, and best practices to improve efficiency and effectiveness.



BSA COMPLIANCE:

This job requires an understanding of and compliance with the Bank Secrecy Act, OFAC, the USA PATRIOT Act, and related credit union policies and procedures, including the reporting of suspicious activity, including insider abuse, as directed.

JOB COMPETENCIES:

- Effective Communication
- Organizational & Time Management Skills
- Collaboration & Teamwork
- Attention to Detail
- Confidentiality
- Accountability

REQUIREMENTS:

- Bachelor's Degree in Human Resources, Business, or related field preferred, or equivalent experience.
- Minimum of 2–4 years of experience in Human Resources, with a focus on recruiting, onboarding, payroll, or benefits administration.
- Experience working with HR systems and maintaining employee data.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Strong organizational and time management skills.
- Effective communication skills, both written and verbal.
- Ability to handle sensitive information with a high level of confidentiality and professionalism.
- Service-oriented mindset with the ability to support both leaders and team members
- Occasional travel may be required for interviews at various locations.
- Completion of all required compliance and information security training annually.

WORKING CONDITIONS:

- Ability to lift 10-15 lbs.
- Ability to work under pressure and meet deadlines.
- Occasional flexibility in work hours may be required based on business needs.