

Human Resources Specialist:

InRoads Credit Union has an exciting new opportunity for a Human Resources (HR) Specialist reporting to the Human Resource Manager.

At the heart of every InRoads Credit Union position is a relationship built between the employee and the members they serve (internal and external). Transparency, acceptance of individuality, confidence and strong communication skills are necessary. Credit Union employees understand members trust and rely on their assistance daily; the employee's goal is to go above and beyond to make their member's day easier.

An HR Specialist would specialize in basic daily functions related to Human Resources with a strong focus on benefits and payroll administration, including a solid understanding and knowledge of payroll and benefit laws, requirements and compliance. Some of the additional responsibilities would include wellness, creating reports, filing and document management, supporting the recruitment and onboarding process, working with supervisors and responding to both internal and external HR related requests. An individual in this position will be required to work flexible hours that could include evenings and weekends and will need to be able to travel between branches.

InRoads Credit Union is specifically looking for a qualified applicant with at least 4 years of similar or related work experience (financial background preferred) and a two year college degree (bachelors preferred)/completion of a specialized course of study at a business school in the area of human resources, organizational development, accounting or business management or a combination of education and experience. Furthermore, applicants with an HR Certification would be given additional preference. A high level of integrity, confidentiality and accuracy is mandatory for this position. An ideal candidate would not only have strong interpersonal skills, but would also possess robust computer skills in areas related to Microsoft suite and an HRIS systems such as Paylocity. This position requires someone who is reliable, detailed oriented, highly accurate with work results and can adhere to strict deadlines. Being professional, a proficient team member and the ability to work independently is expected. A strong candidate must have exceptional organizational and communication skills, easily adhere to and enforce policies while fostering a positive approach to change. A likely candidate is able to maintain composure under pressure, is a problem solver able to quickly analyze situations and make decisions that would lead to optimal outcomes. An ideal candidate would embrace credit unions, community and feel a connection with InRoads Credit Union. A strong candidate would be able to align themselves with InRoads brand as they work towards department and organizational goals.

This position will be posted both internally and externally. The initial review date is scheduled for April 9, 2019 with additional review dates scheduled every two weeks until the position is filled.

InRoads Credit Union is an equal employment opportunity employer. A full background check, approved bondability and acceptable reference checks are required for all InRoads Credit Union employees.

InRoads Credit Union
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