

HUMAN RESOURCE GENERALIST

Department:	Human Resources
Reports to:	Human Resource Director/Bank President
Direct Reports:	None
Summary:	Provide Human Resource support and expertise to affiliate banks/branch offices. Acts as a primary contact and resource for Bank Presidents, line management and employees. Responsible for communicating and implementing all HR policies and procedures. Works closely with the HR Director to enhance the organizational and operational contributions provided by the HR function.

A cover letter and resume can be forwarded to me for applying at tiffany_crisson@ucbi.com.

JOB REQUIREMENTS:

- High School Diploma or equivalent
- Business degree preferred
- Minimum 3 years experience in a Human Resource related field
- Excellent interpersonal and customer service skills
- Must be a Team player
- Ability to handle multiple tasks and relate to all levels of employees
- Extensive knowledge of personnel administration, and State and Federal employment regulations
- Strong written, verbal , communication and prioritization skills
- Proficient with Microsoft Office and PowerPoint
- Benefits Administration Experience, a plus
- Experience with ADP payroll software and HRIS systems, a plus
- Each employee is required to complete all required Bank Secrecy Act/anti-money laundering training suitable to his or her position within the Bank.
- Travel Required

SPECIFIC JOB FUNCTIONS:

- Responsible for a full range of HR functions to include compensation and benefits, employee relations, payroll, recruiting, staffing, new employee orientation and regulatory compliance
- Help build affiliate bank HR functions through administration and communication of HR policies and procedures
- Give guidance and support to internal staff members
- Assist Bank Presidents in determining Exempt/Non-Exempt positions and to update and help create new job descriptions
- Manages and keeps all Org Charts up to date for assigned Bank/offices
- Assists with the execution of performance review processes
- Ensure that all legal employment requirements are met
- Provide feedback to Bank Presidents and Holding Company Management
- Performs all new hire orientations, exit interviews, and insurance enrollments
- Responsible for state and federal mandatory posting requirements
- Keep Presidents and Managers informed regarding recruiting and staffing related needs
- Input and track Internal Job Posting and DOL Job Posting
- Other duties as assigned