

Position:	HR and Marketing Assistant	Reports to:	Human Resource Director
Department:	Human Resources	Status:	Full Time
Date:	May 2014	FLSA:	Non Exempt

POSITION OVERVIEW

Responsible for performing a variety of Human Resource support duties, and implementation and administration of all marketing programs and reports.

DUTIES AND RESPONSIBILITIES

- Ensures that human resources files and records are maintained in accordance with legal requirements and Company policies and procedures.
- Assists in recruitment process, tracks applications, coordinates interview availability with applicants, and assists with reference checks.
- Assists in employee performance and compensation reviews.
- Assists in EEO tracking and reporting.
- Manages the online training system for the company, ensuring accurate assignment of courses, and tracking and follow up of progress.
- Assists in maintaining company organization charts and employee directory.
- Administer new hire paperwork process.
- Completes monthly, quarterly and year-end reports.
- Process employment verification forms.
- Provides support and coordination for special events in support of community outreach and business development.
- Partner with external marketing partner to administer marketing efforts internally.
- Assists with maintenance and production of various reports for the Chief Sales Officer.
- Assist with scheduling and preparation of meetings, including Agendas.
- Provides administrative support for Chief Sales Officer including internal/external communications and client mailings.
- Maintain Marketing policies and procedures, not to exclude advertising regulations.
- Process daily mail.
- Maintain calendar, schedule appointments, and other administrative duties as needed.
- Effectively handle telephone calls and messages.
- Orders supplies, maintains office equipment, and tracks expenses for the same to submit for payment.

- Perform special projects as assigned while taking responsibility for outcomes of such projects.
- Regular attendance and punctuality are essential to this role. Daily interaction with co-workers is critical.
- Interact with others (co-workers, management, clients, and vendors) in a professional and tactful manner including treating them with respect and consideration regardless of their status or position.
- Fulfill responsibilities under the Bank Secrecy Act and Anti-Money Laundering regulations. This includes identifying customers properly, initiating CTRs and SARs investigations as needed, utilizing OFAC records and maintaining appropriate records.
- Adheres to Bank's policies and procedures and all Federal and State laws and regulations.
- Additional duties that will be determined in the future as the bank grows.

COMPETENCIES

- Demonstrated abilities with general computer software programs, including, but not limited to Microsoft Word, Excel and Outlook. Intermediate to Advanced level skills are required.
- Problem solving and analytical skills- Identifies and resolves problems pro-actively in a timely manner and gathers and analyzes information skillfully.
- High degree of discretion in dealing with confidential information required.
- Interpersonal Skills—remains open to others' ideas and exhibits willingness to try new things.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information. Must be proficient in composition, grammar, spelling, punctuation, letter/memo format.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Planning/organizing—the individual prioritizes and plans work activities, ability to multi-task, uses time efficiently, develops realistic action plans, and completes tasks in an accurate and efficient manner in a fast paced work environment.
- Judgment- Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.
- Excellent customer service and teamwork skills.
- Ability to effectively use general office equipment, computer, calculator, fax machine, copiers, and phones.
- Ability to read, write, speak, hear and comprehend the English language.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

- Desire and ability to learn and perform new duties and responsibilities.

EDUCATION AND QUALIFICATIONS

- College degree or equivalent professional work experience required.
- Minimum three years of prior direct work related experience required.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES

- General office environment that requires the extensive use of arms, hands, and fingers.
- Frequently required to stand for extended periods of time, reach with arms and hands, stand, walk, stoop, talk and hear.
- May be required to lift and/or move up to 20 pounds.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EEO/AA: Females/Minorities/Disabled/Vets