



POSITION DESCRIPTION

Position Title:	Human Resources Coordinator
Primary Work Site:	Home Office Human Resources Department
Reports To:	Human Resources Manager
FLSA Status:	Non-Exempt
American Federal Status:	Full-Time
Benefit Status:	Full-Time Benefitted
Standard Workweek:	40 Hours per Week
Posted:	January 8, 2020
Application Deadline:	January 24, 2020 or until filled

POSITION OVERVIEW

This Human Resources support and service position is responsible for performing a wide range of roles including assistance in day to day operations of the Home Office Human Resources department, process and prepare reports and coordinate and lead projects. This position acts as a Special Project Assistant by coordinating schedules, corporate events, and administrative needs.

ESSENTIAL ROLES & RESPONSIBILITIES

1. Human Resources

A. Recruitment/Onboarding

- Post job ads and organize resume and job applications
- Schedule job interview and assist in the interview process
- Administer assessments as required
- Advise hiring managers on candidate potential successes and shortcomings
- Ensure background and reference checks are complete
- Prepare and assist with new hire orientation
- Assure new hire notifications are completed

- Maintain electronic and paper employee files
- Update, review and maintain Recruiting Management Systems

B. Benefits

- Working knowledge of benefit offerings with ability to communicate correct and accurate information to employees
- Review and update benefit information as needed
- Track and assist with employment benefit data in review of full benefit product offering
- Assist and maintain online employee benefits correspondence

C. Employee Relations

- Develop and maintain a professional level of trust with all employees
- Handles employee concerns promptly and professionally, escalating to HR Manager and Executive Management as needed

D. Training

- Assist in development of training opportunities for staff
- Maintain training records as required

E. Other

- Develop, recommends and implements personnel policies and procedures
- Prepare and maintain employee handbook
- Recommend new approaches to effect continual improvement

2. Special Project Assistant

A. Special Projects

- Coordinate and maintain project plans, schedules and appointments
- Act as project lead as assigned
- Assist with report and project development tasks
- Create and develop visual presentations
- Assist in research of project development plans
- Report on progress of projects

B. Event Planning

- Coordinate event location(s), accommodations and meals
- Assist with development of agenda items

3. Other

- Author, review and distribute presentations
- Provide exceptional customer service
- Update and maintain employment records and databases
- Schedule and coordinate appointments
- Answering phones
- Processing mail
- Filing and faxing forms
- Order supplies
- Participation in meetings, planning, and training
- General administrative and project support to Human Resources and CEO

4. American Federal Brand Touchpoints

- Use of the American Federal preferred way to answer the telephone, take messages, transfer callers, and schedule appointments
- Deliver a consistent, superior experience at every contact point.
- Maintain the confidentiality and security of bank, employee and customer information, bank proprietary information and bank trade secrets.
- Adhere to established bank policies and procedures and applicable governmental regulatory laws and regulations.

ESSENTIAL QUALIFICATIONS

1. Experience and Knowledge

- Associate degree or equivalent experience in human resources, business, financial or a related field.
- Minimum one-year experience in Human Resources.
- Excellent interpersonal, communication, organizational, delegation, and team player skills.
- Ability to learn and maintain knowledge of the rules, regulations, policies and procedures governing employment law.
- Ability to learn and maintain knowledge of American Federal products, services, and operational procedures.
- Business writing experience a plus.

2. Skills and Abilities

- Proficient with personal computer skills, including Microsoft Word, Excel and LotusNotes.
- Ability to read and understand policies and procedures.
- Handling of sensitive, confidential and proprietary information.
- Professional business appearance.
- Organization and management of multiple requests and priorities.
- High attention to detail and accuracy.
- Self-sufficient, dependable and self-motivated to achieve results.

3. Values and Leadership

- Commitment to American Federal values, including honesty, integrity, and trustworthiness.
- Positive can-do attitude.
- Continually build job knowledge and expertise.
- Demonstrate initiative and leadership.
- Academic or other record of achievement in community, business, and/or extracurricular activities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
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- Operate bank and office equipment, including PC, telephone, fax, cell phone and photocopier.
- Talk and hear, use hands to write and to finger keyboard, telephone, cell phone, other bank and office equipment, and to handle other objects. Frequent sitting, standing, reaching with hands and arms, bending and walking. Close and distant vision and ability to focus.
- Interact with others.
- Lift 50 pounds and move for 15 yards.
- Travel to American Federal banking location.

It is the responsibility of the employee in this position to notify the supervisor or Marketing and Human Resources if unable to perform the responsibilities of the position or if an accommodation to perform the responsibilities is needed.

**Member FDIC
Equal Opportunity/Affirmative Action Employer
Including Protected Veterans and Individuals with Disabilities**

HOW TO APPLY:

If you are interested in more information about this position or if you wish to apply, contact: M. Heinzen, Human Resources, American Federal Bank, 215 N 5th St, Box 2946, Fargo, ND 58108-2946. Phone: 701.461.5904. Fax: 701.461.5971. E-mail: mheinzen@americanfederal.net

All applicants, including employees of American Federal, are required to submit directly to the American Federal Human Resources Department an American Federal Application for Employment and an American Federal Inquiry Release Form, current resume, cover letter with three current business or professional references, including the references' full name and daytime and evening phone numbers with area code, current compensation package and expected compensation.

Applicants are also asked to complete an American Federal Applicant Control Card, Self Identification of Veteran Form and Self Identification of Disability Form.