

Citizens First Bank is seeking a HR professional with proven experience as a strategic and knowledgeable HR professional for the position of Human Resources Generalist. The position provides guidance to the executive leadership for the HR function and has broad responsibilities for the development of the Human Resources strategies, which advance the organization's multi-year objectives for service innovation and delivery, improving health outcomes, and continuing staff development.

What sets us apart? We are a small bank with big heart! A community and family oriented bank that wants you to be able to live your life and be part of building a winning team that is striving to be the best employer in the markets we serve. Family is a priority to us and the bank doesn't want any of the employees to miss out on what they value because work. Generous benefit package to help reach retirement and life goals.

The HR Generalist position will serve as a member of the leadership team, and as the primary HR Business Partner to the President.

This position will be given ability to talk to ownership and have your voice be heard in the direction and for the success of the bank and your career!

Primary Roles and Responsibilities:

- Identify, develop, and recommend strategies for the direction of the organization's HR business practices.
- Lead the HR functions for talent acquisition, employee relations, payroll, compliance, HRIS, employee engagement, learning and development, compensation, benefits, and workforce analytics.
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, onboarding, performance evaluations, and employee leaves of absence in compliance with all applicable state and federal laws.
- Handle the daily processes and responsibilities related to all HR functions, including payroll, HRIS, and benefits administration.
- Educate others on the company personnel policies, benefits, and recruitment processes.
- Collaborate internally to assess HR-related needs for individual employees and teams.
- Serve as the onsite subject matter expert for all HR processes and compliance regulations.
- Oversee execution of processes, training of staff, and ensure compliance.
- Identify and execute process improvements.

Position Requirements:

- Degree or Experience in Human Resources/Labor Relations or Business Administration desired
- Prior HR experience required
- Strong leadership skills with proven ability to facilitate cross-functional teams
- Extensive communication (written and verbal), mediation (conflict resolution) and facilitation skills
- Self-starter; demonstrates personal initiative and willingly assumes responsibility and ownership
- Ability to build a motivated, positive, trust-based team and build and maintain strong working relationships with internal and external customers
- Ability to create an open environment supportive of the free sharing of information and ideas that are conducive to contribution, growth and achievement
- Exemplary standards of integrity, personal work ethic and continuous involvement in self-education and development

To learn more about this opportunity, please email Silstrup@citizensfirstbank.net.