



Human Resources Officer

Washington State Bank is seeking a full-time, highly motivated individual with human resource administration experience.

The human resources position will be responsible for the administrative and strategic hiring duties. They will recruit, onboard, and guide new employees through the benefits and compensation process while complying with all local, state, and federal regulations for HR. The ideal candidate will be organized, experienced, and a dedicated strategist and planner.

Human Resources Duties and Responsibilities

- Recruit and interview potential applicants on experience, skills, and education
- Updates job requirements when needed
- Contacts applicants' references and perform background checks required by the bank
- Organizes and manages new employee orientation, on-boarding, and training programs
- Explains and provides information on employee benefits, programs, and education
- Process payroll
- Advise on benefits needs or evaluate benefit contract bids
- Covers all legal compliance for human resource federal and state requirements
- Manage and maintain all benefits
- Maintains employee records and paperwork
- Represents Washington State Bank in the community
- Answers employee questions and addresses employee concerns with the bank; including employee safety, welfare, wellness and health
- Manages the Personnel and Pension Committee and works closely with department supervisors

Human Resources Requirements and Qualifications

- HR applicants require a bachelor's degree in human resources, business, or a related field, or extensive prior experience in human resources

- 3 to 5+ years of experience in a human resources position
- Possesses superb written and spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record-keeping
- Organized and efficient in daily tasks
- Comprehensive knowledge of labor laws and HR best practices
- This position will work on site in the Washington branch and must be able to travel to our other branch locations when needed

Application Process

To apply, submit your resume and a cover letter detailing your experience and interest in the Human Resources Officer position to khazelett@washsb.com. Qualified candidates will be contacted within 2 weeks for an initial interview.