

Human Resources Assistant

Reliant Bank is a fast-growing community bank locally owned and operated in Brentwood, TN. We are currently seeking a Human Resources Assistant to join the Reliant Bank team. This is an excellent opportunity for a motivated professional to work in a challenging and rewarding environment. This full time, non-exempt position reports to the Vice President, Human Resource Officer.

PURPOSE OF JOB

Responsible for payroll functions including time keeping system, processes payroll and prepares general ledger payroll entries. Assists with benefits administration, initial phases of recruiting, new/change employee processes and various administrative functions related to human resources.

JOB DUTIES AND RESPONSIBILITIES

- Processes payroll for all employees on a semi-monthly basis
- Responsible for timekeeping system (Time Force) administration
- Assists with recruiting, new employee processing, separated employee processing, and employee change processing
- Handles employee training registrations
- Places business card and name badge orders
- Breaks down monthly benefits invoices by department
- Maintains bank-wide vacation calendar
- Maintains Affirmative Action Applicant Flow Log and Employee Report
- Prepares and distributes 90-Day, Promotion/Transfer and Annual Evaluation Forms
- Calculates and maintains sick and vacation time tracking
- Updates Bank's organization chart
- Implements and maintains offsite records storage account

JOB REQUIREMENTS AND QUALIFICATIONS

- College degree in business administration, human resources, or equivalent professional experience preferred
- Previous payroll processing experience preferred
- Must be flexible and highly dependable with regards to payroll processing deadlines
- Must have good general math skills
- General knowledge of employment, wage and hour, FMLA and EEO laws
- Discretion in handling confidential information and sensitive documents
- Excellent verbal and written communication skills
- Good organizational, time management and analytical skills
- Strong attention to detail
- Demonstrates a commitment to accuracy and quality while meeting goals or deadlines
- Must be comfortable working effectively in a fast-paced, deadline driven environment
- Strong Word and Excel skills

Reliant Bank offers competitive compensation and full benefits including medical, dental, life insurance, long term disability, and 401(k). Qualified candidates may submit their resume via e-mail to HR@reliantbank.com. Reliant Bank is an Equal Employment Opportunity/Affirmative Action Employer.