



## FIRST FINANCIAL BANK

**JOB POSTING:** Human Resources Assistant  
**DATE POSTED:** November 2, 2020  
**DEPARTMENT:** Human Resources – Corporate Office

**EDUCATION/EXPERIENCE:** High school plus two years of college or business school training; minimum of two to four years related experience; or equivalent combination of education and experience. Prior human resources experience preferred.

### **OTHER SKILLS/ABILITIES:**

- Must be proficient in MS Office applications.
- Must possess excellent organizational skills and be able to work under strict time deadlines.
- Must have good verbal and written communication skills.
- Should be able to handle multiple tasks and be a self-starter.

### **MAJOR DUTIES:**

- Provides administrative support to the Human Resources Department on all personnel functions including but not limited to responding to emails and phone calls.
- Post open employee positions through company email and to recruitment websites as needed. Notify appropriate agencies of all openings.
- Process employment applications. Includes pre-employment testing, reference checks, background and credit checks. Forward applicant information to supervisor/manager and assist in scheduling of interview process.
- Log and track all applicants in the Affirmative Action Plan applicant log and assign appropriate disposition codes.
- Prepare electronic onboarding and coordinate orientation process for new hires.
- Monitor and track all new hire onboarding to ensure that everything is completed appropriately and submitted to Human Resources in a timely manner.
- Responsible for new hire reporting to appropriate state/federal agencies.
- Verify I-9 documentation and maintain binders/files in accordance with regulatory requirements.
- Responsible for COBRA (Consolidated Omnibus Budget Reconciliation Act) process which includes new hires, changes and terminations.
- Assist in the out processing for all terminated employees. This includes terminating employee from the human resources/payroll system, COBRA notifications, exit interviews, FFB systems access removal, etc.
- Prepare performance appraisal forms, send to appropriate supervisor and monitor return of completed performance appraisal.
- Monitor service award dates and assist employees in selecting service awards as appropriate. Order service awards and forward to the appropriate manager/supervisor for presentation to employee.
- Prepare monthly reports for management review and approval.
- Quarterly calculation for Call Report for submission to Accounting.
- Maintenance all employee personnel files. Includes filing, creating new hire folders, and pulling termed folders. Scan and index human resources paperwork and files as necessary.
- Perform other duties as assigned by management.

**CURRENT JOB PERFORMANCE:** Must be at a satisfactory job performance level (doing an average job or better). Must be dependable and not exceeding the Bank's absence guidelines.