



Human Resources Administrator

Department:	Human Resources
Reports To:	Senior Human Resources Manager
Classification:	Non-Exempt, G7
Pay:	(Min. \$19.20 – Mid. \$24.00– Max. \$28.80)
Type:	Full-Time
Location:	Glendora, CA

Purpose:

ACCU is looking for a Human Resources Coordinator to join our organization. The HR Administrator will support the Human Resources department function in a variety of HR activities, including working with HR vendors, supporting internal employee communications, and providing administrative support with the employee onboarding/offboarding process. You will work directly with and assist the Senior Human Resources Manager to fulfill a variety of necessary HR tasks. As an ideal candidate, you will have a broad knowledge of human resources as well as experience in general administrative duties.

Major Duties and Responsibilities:

- Answering employee requests and questions.
- Scheduling interviews for hiring managers and candidates.
- Post all openings on the website and recruiting platforms.
- Coordinate all new hire-related activities including new team member communication, on-site preparation, and orientation scheduling, and assist the Senior HR Manager with additional tasks as it relates to new hires.
- Initiates background screenings and conducts routine file audits.
- Maintains accurate and up-to-date employee files.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR Department.
- Assists with new hire orientation.
- Assist with the recruitment and interview process.
- Maintain the HR team's calendar (schedule meetings, interviews, HR events, etc.)
- Assists in planning and executing special events such as organization-wide meetings, employee recognition events, retirement celebrations, etc.
- Acts as backup to the mailroom and occasionally the receptionist desk.
- Responsible for documenting and informing the Senior HR Manager of issues and matters in the organization related to the HR Department promptly.
- Analyze and submit benefit invoices.
- Support any other special projects the HR department needs assistance with.
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Assists in maintaining the Human Resources database, filing system, employee list, the organization chart, and employee records ensuring everything is up to date.

- Order supplies for the Human Resources department.
- Support HR projects and initiatives as assigned.

Expectations:

- To adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), the Anti-Money Laundering (AML) provisions of the USA Patriot Act.
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Essential Functions:

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

Qualifications and Educational Requirements:

- 1-3 years of administrator and coordinator experience.
- A college degree or equivalent years of experience preferred.
- Hands-on experience in using MS Office, databases, and HRIS systems.
- Outstanding communication, presentation, and interpersonal skills.
- Organizational and time management skills.
- Ability to follow directions accurately.
- Reliable and personable; enjoy working with a diverse range of individuals and ensuring employee requirements and needs are met first.
- Any additional training and certification in Human Resources will be considered an advantage.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required for personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee’s disability don’t cause an undue burden to the credit union.

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