

Job Title Human Resources Recruiter

Short Description Do you want to be part of a dynamic institution that is one of the fastest growing credit unions in the country? Become a part of the First Florida Credit Union team where our employees create a culture that enables our organization to be among one of the 100 Best Companies to Work For in Florida as designated by Florida Trend magazine for 2013, 2014, 2015, 2017, 2018, 2019, 2020 and 2021. Our employees are the critical element in fulfilling the First Florida Credit Union mission of being a thriving credit union creating value for members by deepening relationships with current members and engaging with potential members.

Also, First Florida Credit Union recognizes the importance of benefits that provide financial security for our employees and their families and is committed to providing a competitive benefits package to eligible employees.

Full Description Assist the HR Department in the implementation of HR strategy including employee relations, recruitment and turnover/retention.

Assist in the hiring process by coordinating job postings internally and externally, reviewing resumes, performing telephone interviews and reference checks.

Conduct pre-employment screenings such as criminal background, credit investigations, drug testing, and pre-employment testing.

Be the face of the Credit Union to all job applicants. Assist with new employee onboarding, employee orientation and the termination process by updating HR systems and entering data accurately and timely meeting internal and external requirements.

Scan, retrieve and maintain Credit Union documents in the imaging system. Analyze the subject matter to ensure accurate indexing; inspect scanned images for legibility and alignment to ensure quality control and accuracy. Oversee the storage and shredding process, keeping accurate logs of scanned or filed documents.

Assist HR Supervisor with Workers Compensation issues, completing and submitting forms when an injury occurs. Also, completing the necessary liability forms when members are injured on the credit union premises.

Update and maintain periodic regulatory and statistical reports when required.

Assist with payroll processing/reports and sponsored employee services and activities designed to enhance employee/organization relationships when requested.

Education (1) A two-year college degree, or (2) completion of a specialized certification or licensing or (3) completion of specialized training courses conducted by vendors, or (4) job-specific skills acquired through an apprenticeship program. Completion of a specialized certification or licensing or (3) completion of specialized training

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Additional Comments

Experience & Skills Required: Three years to five years of similar or related experience. Previous HR experience required.

To Apply: www.firstflorida.org - Careers Tab

Credit Union

First Florida Credit Union

State

Florida

Contact Name

Roxanne Mann

Email

rmann@firstflorida.org

Phone

904-359-6800

Fax

904-359-6752

Expiration Date

04/15/2022