



Position Opening Notice

Position: HR Specialist

Availability: Full Time

Department: Human Resources

Reports To: Human Resources Manager

Duties: Deliver exceptional level of service to team members. Facilitates the selection process for Credit Union positions including recruiting. Processes and examines necessary components of background screening for applicants. Performs various other duties as required or assigned and supports all areas of the Credit Union.

Qualifications: High school diploma or general education development (GED). Six (6) months to one (1) year of related experience in Human Resources preferred. Professionalism and confidentiality are required. PHR Certification is preferred.

Apply To: <https://www.envisioncu.com/>

Posting Date: Friday, October 30, 2020

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www.envisioncu.com