

Job Title	Human Resource Specialist
Short Description	Develops, implements, and manages the human resource function.
Full Description	Manage the new employee hiring with onboarding procedures with our payroll company and enroll in benefit programs upon eligibility. Responsible for overseeing personnel and daily operations. Hire and terminate credit union personnel in accordance to established policies, statues and laws. Develop, apply and evaluate policies and procedures for the department and comply with all state and federal regulations.
Education	Bachelor's degree in Human Resources or a minimum 3-5 years current experience and/or training: or equivalent combination of education and experience
Additional Comments	Exceptional verbal and written communication skills. Strong computer skills. Requires a high level of time management and organizational skills.
Credit Union	Gold Coast Federal Credit Union
State	Florida
Contact Name	Michele Powers
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Expiration Date	11/01/2022