

Greenwood Credit Union is seeking a Vice President of Human Resources (VP of HR) to direct and oversee its HR plans in ways that support our values, mission and overall strategy.

If you are a proven leader, strategic thinker, effective people manager, and problem-solver with a solid HR management background, we want to talk to you!

This position will collaborate with the President/CEO in developing and executing human resource strategies necessary to support the objectives of the Credit Union in shaping its values based culture to enhance employee engagement, retention, and recruiting according to established Credit Union policies and procedures, legal and regulatory guidelines.

Essential duties include but are not limited to:

- Provide leadership in the development and administration of the Credit Union's various human resources plans and procedures; Ensure compliance with and enforcement of federal, state, and local legal requirements; guide management on needed actions and creating structure and policy as needed.
- Develop, monitor and recommend strategies, policies, and procedures to affect continual improvements in the efficiency of the human resources function and services performed.
- Counsel management and employees in the interpretation and application of human resources policies and procedures and implement effective employee relations.
- Develop, maintain, and monitor the performance appraisal system for the credit union and provide guidance to managers in coaching employee performance;
- Oversee the payroll function and all aspects of benefits administration; Implement and coordinate administration of employee benefit programs;
- Establish recruiting standards and oversee recruiting efforts; Collaborate with department managers in effective evaluation of staffing needs, recruiting and selection quality applicants
- Oversee development and administration of new employee orientation and/or exit interview program; collaborate on development and implementation of effective employee engagement strategies including training and development programs that meet the needs of the staff and management, and the objectives of the credit union.

Qualifications include but are not limited to:

- Bachelor's degree in Human Resources or a related field; equivalent combination of education and experience considered; SHRM-MCP, SHRM-SCP, and/or PHR certification preferred
- Minimum five (5) years of progressive Human Resources Management experience to include: Employee Relations, Compensation & Benefits, Recruiting, HRIS/HRM systems, Compensation structure/analysis, Training and Development
- In-depth knowledge of domestic Human Resource processes and applicable employment legislation.
- Knowledge and experience in implementing HRIS/HRM systems, processes, assessments and methodologies
- Ability to handle HR responsibilities confidentially, with discretion, and using independent judgement.
- Proven ability to work in a fast-paced environment, handle a multitude of tasks, and adapt to change while balancing your strong empathy and high emotional intelligence.
- Strong leadership qualities with proven employee development and performance management skills
- Must demonstrate a high degree of professionalism with positive and professional image and demeanor
- Commitment to team environment, member confidentiality and outstanding member service
- Professional, well-developed interpersonal, relationship building, verbal and written communication skills
- Superior organizational skills and strong attention to detail
- Must be fluent in English; Bilingual a plus

All candidates will be required to consent to a background screening which includes criminal and credit history.

A complete Job Description of this position is available upon request.

Qualified applicants only should apply through the job posting on Indeed.com:

https://www.indeedjobs.com/greenwood-credit-union/hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLsKhmt5T2XHWkT7-f5aB5Rc

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