**Human Resource Assistant**

Status Non-exempt

*Location: 1800 Washington Avenue, Waco, Texas*

*Position Summary:*

The Human Resource Assistant will assist the Human Resource Director with administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

*Responsibilities:*

* Coordinator for officer and employee performance reviews. Works with department managers to make sure those are executed and submitted in a timely manner.
* Develop and maintain an onboarding program for new hires and continue to foster the growth of employees to help them attain their professional goals.
* Coordinator for employee wellness program.
* Maintain and update all job descriptions.
* Help foster a great workplace culture by conducting culture chats with employees, developing team building activities, and promoting a positive work environment.
* Assist in the recruitment process by maintaining the Webform submission file which includes but is not limited to printing resumes, forwarding to the correct department managers, aiding in scheduling interviews and performing background checks.
* Provide backup in the absence of the Human Resource Director with payroll and benefit functions.
* Assists with monthly HR reports, salary surveys, benefit census reports and mandatory reporting.
* Provide backup to the Training Coordinator as needed.
* All other duties as assigned.

*Position Requirements:*

* High School Diploma or equivalent
* Two to three years previous HR related experience highly preferred.
* Effective organizational, verbal, and written communication.
* Excellent organizational skills and attention to detail.
* Excellent communication and interpersonal skills, with the ability to interact professionally and confidentially with employees at all levels.
* Proficiency in Microsoft products (Word, Excel, Outlook).
* Ability to maintain extreme confidentiality and handle sensitive information with discretion.

Salary is based on experience. Benefits include paid vacation and sick days, paid Federal holidays, medical insurance, long term and short-term disability, pension/profit sharing & 401K plans, flexible spending accounts and more.

All qualified candidates are welcome. Community Bank & Trust is an Equal Opportunity Employer and does not discriminate on the basis of any protected trait, including sex, sexual orientation, gender identity, race, ethnicity, disability, or veteran status.

Apply at: [www.cbtwaco.bank](http://www.cbtwaco.bank) Career Opportunities