



Buckeye State Bank is a top-performing company in the financial services industry experiencing significant growth and success. As an employee-owned, community bank with a dedicated team of 80 employees, we are committed to excellence and innovation while fostering a positive and enriching work environment.

Due to our successful growth, we are expanding our team to include in-house HR. BSB is seeking a qualified, experienced Human Resources Generalist to serve as our HR officer. As the Human Resources Officer, you will be the sole HR representative responsible for managing all HR activities within our rapidly growing organization. This role requires working closely with the CEO and other Executive Officers in a hands-on approach to enrich and protect the company culture while ensuring compliance with employment laws and best practices. You will coordinate with an outsourced benefits and payroll company while overseeing key HR processes for our team.

This role is **on site** at our Powell Headquarters.

Key Responsibilities:

- Employee Database Management
 - Maintain and manage the employee database to ensure accuracy and confidentiality.
 - Regularly update employee records and ensure compliance with data protection regulations.
- Annual Review Process
 - Coordinate with Managers within the company for an effective annual performance review process, including setting timelines, providing guidelines, and collecting feedback.
 - Assist managers in developing performance improvement plans and recognizing employee achievements.
- Job Description Creation and Modifications
 - Develop, update, and maintain job descriptions for all positions in the company.
 - Ensure job descriptions align with the company's goals and objectives.
- Recruitment
 - Lead the recruitment process, including job postings, candidate sourcing, interviewing assistance, and onboarding leadership.
 - Collaborate with department heads to identify staffing needs and ensure a diverse candidate pool, aligning talent acquisition with our growth trajectory.
- Employee Benefits Coordination
 - Liaise with outsourced benefits providers to administer employee benefits programs.
 - Conduct regular reviews of benefits offerings and recommend enhancements to attract and retain top talent.
 - Lead the annual enrollment process
 - Lead Workers Compensation and Unemployment practices
 - Work with BSB 401k and ESOP committees on enrollment and reporting needs
- Time Clock Management
 - Oversee the time clock system, working with Managers to ensure accurate tracking of employee hours within company policy.
 - Address any discrepancies or issues in a timely manner.
- Payroll processing
 - Review and validate payroll data before processing with third-party.
 - Collaborate with the finance department to ensure timely and accurate payroll delivery.
- Onboarding and Offboarding
 - Manage the onboarding process for new hires, including orientation and training, to create a positive employee experience.
 - Facilitate offboarding procedures for departing employees, ensuring compliance and a smooth transition.
- Employee Action plans and Conflict Resolution
 - Assist managers to create and communicate HR Actions to employees in a centralized manner, providing constructive feedback and direction for improvement and adherence to

- Bank policies and procedures.
 - Assist employees with conflict-resolution to produce constructive solutions.
- Employee Engagement and Events Planning
 - Plan and execute employee engagement initiatives and events to foster a positive company culture.
 - Gather employee feedback to continuously improve workplace satisfaction and engagement.
- Assisting Leadership
 - Collaborate with leadership to achieve corporate goals and objectives, aligning HR initiatives with the company's growth strategy.
 - Reinforce the company's Vision, Mission, and Core Beliefs through HR programs and initiatives.
- Policy Development and Compliance.
 - Develop and implement HR policies and procedures in line with company goals and legal requirements.
 - Ensure compliance with employment laws and regulations.

Education and Experience for Success in this Role:

- 5-7 years of proven experience in HR management, preferably in a high-growth or fast-paced organization.
- Strong understanding of HR functions, including benefits administration, payroll, recruitment, and employee relations.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple priorities effectively.
- Proficiency in HR software and Microsoft Office Suite.
- Bachelor's degree in Human Resources, Business Administration, related field, or equivalent experience

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- Standard Paid time off!
- Your Birthday off as well as two additional floating holidays!
- Retirement - 401k!
- You will be a member of the Employee Stock Ownership Plan!!
- Health Insurance with Vision and Dental!!
- Life Insurance!
- Disability Insurance!

If you are looking for an exciting and rewarding challenge –Join the BSB Team! Interested? Please email a copy of your resume to Hrdepartment@JoinBSB.com. Buckeye State Bank is an equal opportunity employer.

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