



JOB DESCRIPTION

JOB TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
REPORTS TO: VP, Human Resources Officer
SUPERVISES: N/A
FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Provides administrative and operational support for all core HR functions, including recruiting, onboarding, employee records, benefits administration, payroll support, and compliance tracking. Ensures accurate documentation, timely processing, and adherence to regulatory requirements while supporting HR leadership and staff.

ESSENTIAL JOB FUNCTIONS

Recruiting & Hiring Administration

- Assists with the full application process, including posting positions, maintaining applicant logs (EEO tracking), and organizing candidate records
- Coordinate pre-employment activities, including background checks, credit reports, and reference checks
- Assists in scheduling interviews and supports hiring logistics
- Process internal transfers and assist with hiring and promotion documentation

Onboarding & Employee Lifecycle Support

- Assists in the coordination of onboarding, including orientation scheduling, document collection, and system access setup
- Maintain employee status changes, including transfers and terminations
- Prepare and process termination documentation, including COBRA notifications
- Communicate employee updates to appropriate staff

Employee Records & HR Compliance

- Maintain accurate personnel files and ensure proper handling of confidential information
- Manage document imaging, retention, and audit-ready recordkeeping
- Respond to employment verifications and general employee inquiries
- Assists with maintaining and updating job descriptions, ensuring periodic review
- Support compliance reporting, including EEO tracking and annual reports

Benefits & Payroll Coordination

- Administer employee benefit enrollments, changes, and terminations
- Coordinate with vendors and reconcile monthly benefit invoices
- Support open enrollment and annual plan renewals
- Serve as backup support for payroll processing and related audits

Training, Performance & HR Programs

- Assists in coordinating training programs, including scheduling, tracking completion, and maintaining documentation for audits
- Support performance review cycles and assist with salary administration documentation

General HR Support

- Assist with audits and preparation of required documentation
- Provide administrative support for HR projects and initiatives
- Perform other duties as assigned

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

SKILLS

Personal computer, good verbal and written communication skills, proficiency in Excel and document creation, highly efficient in managing tasks and deadlines

KEY COMPETENCIES

- Organization and Time Management
- Attention to Detail
- Confidentiality and Professional Discretion
- Multi-Tasking and Deadline Management
- HR Knowledge and Regulatory Compliance
- Problem Solving and Process Adherence
- Coordination and Administrative Support
- Knowledge of bank products, service, regulations, and compliance procedures, preferred

EXPERIENCE/EDUCATION

Associate's or Bachelor's degree in Human Resources, Business Administration, or a related field with 2 years related experience is preferred.

SCHEDULING

Regular schedule is Monday through Friday, 8:00 AM to 5:00 PM. Position requires flexibility to respond to time-sensitive issues and occasional unplanned needs outside standard hours

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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