



Human Resources Representative

Exceptional Service ~ Exceptional People

The Redwood Credit Union Story

RCU has been serving the North Bay communities with quality financial services since 1950. One visit to RCU, and you will quickly sense and experience our passion for serving others.

We have grown to become the 64th largest credit union in the United States, with offices located throughout the Northern Bay Area of California. We are a full service financial institution, assisting Members and small business owners with achieving their financial goals and dreams. We are proud to offer a work environment focused on our key values of **Service, Trust, People and Cooperation.**

Would you like to work for a trusted organization that values its employees? A RCU career is a journey that starts with a positive, productive, and engaging workplace where employees are valued and respected.

We are looking for a **Human Resources Representative** with a strong focus on providing outstanding service, that is able to coordinate a variety of human resource activities in support of our Vision, Mission, Service Standards and Values. Responsibilities include maintaining HRIS and recordkeeping systems, administering health benefits, coordinating employee recognition and compliance programs, managing the Employee Relations intranet page, administering safety and security programs, general administration, and event coordination.

The **Human Resources Representative** will be the champion for:

- Primary Administrator for the HRIS system - ensuring the accuracy and the completeness of the information.
- Generating reports from the HRIS system.
- Coordinating communications of benefits information to employees, including new employee orientation.
- Coordinating enrollment and changes to employee' benefit elections.
- Planning and coordinating wellness and employee education activities including EAP seminars, health fairs, and related activities.
- Reconciling and ensuring timely payment of monthly group benefits billings.
- Coordinating activities of Employee of the Month, Employee of the Year, and Foundation Award employee recognition programs.

- Coordinating, attending and helping to ensure quality execution of all events including pre-planning coordination, staffing, and post assessment tools.
- General administration for the Human Resources Department.

MINIMUM QUALIFICATIONS

- Proven experience working within the human resources function
- Adept at working with HRIS systems and generating reports
- Basic knowledge of benefits administration.
- Outstanding computer and technology skills (Microsoft Suite) and Intranet and Internet experience.
- Ability to thrive in a changing, deadline oriented environment that requires an attention to detail.
- Ability to work and act independently with discretion and tact.
- Ability to maintain confidentiality.
- Ability to analyze situations and recommend workable solutions.
- Ability to communicate effectively verbally and in writing.
- Ability to coordinate a variety of activities simultaneously and prioritize work to meet deadlines.
- Ability to establish and maintain effective working relationship with a diverse group of people.
- Proven ability to coordinate multifaceted events for large groups.
- Ability to speak Spanish is desirable.

Education and Experience

A combination of education and experience equivalent to a two-year college degree and two years experience in human resources.

At RCU you will be professionally challenged and rewarded for your contributions. We offer highly competitive compensation and benefits. Our benefit offerings include medical, dental, vision, and prescription coverage for both full and part-time employees, and a generous Paid Time Off program. In addition, we offer a 401(k) with a generous company match, as well as a Target Benefit Plan, life insurance, and LTD/STD.

Service ~ Trust ~ People ~ Cooperation

We are an Equal Opportunity Employer

If you are interested in this career opportunity with Redwood Credit Union please use the link below.

<https://home.eease.com/recruit/?id=513614>