



Job Title: Human Resources Assistant
Location: Lincoln
Position Type: Part-Time, Non-Exempt

Description: Assist the HR Director with administration tasks, including: maintaining personnel files, acting as payroll processor 'back-up', entering all new hire/terminations/changes in benefit policies, balancing invoices, conducting background checks and screening tools. Schedule interviews for HR Director, contact applicants for employment applications, prepare interview materials. Assist with notary renewals, NMLS licensing, certification program. Assist with annual census preparation, open enrollment, record retention. Prepare new hire materials, HR onboarding, and new hire reporting required by government and bonding companies. Flexible hours.

Required Experience: 1 to 3 years of previous HR experience, must be familiar with employment and hiring laws.

Preferred Background: Bachelor's Degree in HR, HR Certifications a Plus. High level of confidentiality, flexibility, organizational and communication skills. Previous payroll experience preferred.

Application Instructions: Candidates must submit resume and LFCU Application for Employment. Applications available at all LFCU Locations or www.libertyfirstcu.com/Careers.