Waukesha State Bank

151 E. Saint Paul Ave – PO Box 648 Waukesha WI 53187-0648
Phone: 262.549.8506 Fax: 262.574.4209 E-mail: hr@waukeshabank.com

Human Resources
Recruitment and Benefits Specialist

Hours:	**Full Time –** Monday-Friday 8:00am – 5:00pm Occasional Saturdays and additional hours as needed
Job Duties:	• Work closely with the VP of HR in a project-based role emphasizing recruitment, employee relations, and retention • Recruit, interview and hire retail banking and other entry-level staff • Conduct new hire orientations and employee benefits meetings • Coach and counsel managers in addressing employee relations issues • Create and recommend solutions that positively affect selection and retention of a high performance team • Additional responsibilities as required
Job Qualifications:	• Bachelor's degree in Human Resources, communication, business or other related field • Minimum of 2 years recruitment and benefits administration experience • Ability to handle multiple tasks effectively, to think through employee issues and move to resolution tactfully and in a timely manner • Thorough working knowledge of employment law and experience in its practical application • Ability to deal effectively and discreetly with employees at all levels of the organization • Proficiency in Microsoft Office products • Excellent organizational skills and ability to work independently • Experience in a fast paced, rapidly changing environment • Exceptional written and verbal communication skills • Desire to work in a community bank and represent WSB in a professional and ethical manner at all times
Preferred Skills:	Experience in a banking environment

If you have an interest in or would like more information about this position, contact Human Resources at (262)549-8506 or HR@waukeshabank.com.

Excellent Benefits • Equal Opportunity Employer