



Let's build your future together!

621 7th Avenue, Beaver Falls, PA 15010
www.jumetfinancial.com
724-384-8758

Human Resources Officer – Full Time

Jumet Financial is committed to providing our employees with a professional and competitive work environment. As such, Jumet Financial is seeking a highly efficient and detail-oriented individual with strong professional and moral standards for the role of Human Resources Officer. The position requires a high level of confidentiality and professionalism, excellent time and project management skills and the ability to manage multiple work streams (both internal and external) at once. The qualified candidate must show high regard for employee needs and not only be efficient, but also build rapport with current employees and prospective future hires. The individual will have a desire to continue their education and skill development.

Primary Duties and Responsibilities:

- Serve as the company's HR representative - employee hiring, onboarding (includes training), firing, benefits, complaints, and Personal Development Plans
- Oversee and manage our growing Internship Program
- Maintain personnel files/documentation as needed
- Manage personnel training calendar
- Assist in coordinating team meetings and agendas
- Assist in overseeing team vacation scheduling, ensuring adequate coverage at all times
- All Jumet Financial employees are required to help serve our community through initiatives planned by the Jumet Financial Team
- Other duties as assigned

Qualifications:

- Associates or bachelor's degree in progress or in a business related field and willingness to continue education towards certifications and/or advanced degrees
- Strong passion to work in and succeed in the financial industry
- Excellent computer skills (MS Word, Excel, PowerPoint, and Outlook)
- Excellent communication skills (spelling, grammar and proofreading written skills and verbal skills)
- Excellent organizational and time management skills
- Ability to prioritize and multi-task
- Ability to exercise confidentiality and discretion

Eligible candidates will be required to have clearances and pass a background check.

All qualified candidates should email resumes to careers@jumetfinancial.com