



Grand Bank for Savings, FSB | Member FDIC

Human Resources Director

Job Summary: The mission of the Human Resources Department is to provide quality services and support to Grand Bank for Savings, FSB aka Grand.bank® ("Grand Bank" or the "Bank") by promoting the concept that our employees are our most valuable resource and will be treated as such and fostering the Bank's corporate culture and overall mission. The individual filling the position will be expected to be a strategic, proactive partner with all lines of business while providing guidance to ensure alignment of departmental business objectives with talent management strategies.

The position is responsible for implementation and maintenance of employee benefit and training programs, which are required for the Bank's ongoing regulatory compliance and upon successful completion of which continued Bank employment is conditioned; oversight of the Bank Security Officer, which involves support to all lines of business and ensures a clean, professional, and safe working environment for Bank employees and customers at all Bank properties; and day-to-day procedures. The position reports to the Bank's Chief Compliance Officer.

Essential Duties and Responsibilities: The Human Resources Director will provide service and support to business line partners across the Bank. The essential functions include, but are not limited to the following:

- Hiring & Recruitment- Strategic recruitment and retention of qualified individuals, all while recognizing and encouraging the value of diversity in the workplace.
 - This includes identifying talent management and workforce needs with business lines; creating compelling job descriptions; streamlining event planning/scheduling (such as job fairs and internships); designing an effective onboarding process with input from all business lines; identifying trends, labor risks, and opportunities for improvement; and designing and implementing employee engagement action plans.
 - This also includes oversight of onboarding and maintenance of employee records.
- Implementation and Management of Learning and Training Programs - Training, development, and education to promote individual success of employees, which will in turn add capacity to the Bank. This includes employee training required by law (compliance), as well as training to promote the Bank's core values.
- HR Operations & Administration- Managing compensation and benefits, developing, and managing a performance management program (including facilitating performance reviews), setting an ideal work culture that positively impacts employee retention and encourages employee involvement, providing resources for business line partners, and ensuring compliance with rules and regulations (including EEO, ADA, FMLS, FLSA, and Bank policies).
- Participation in other projects or Bank initiatives as assigned by Management.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's degree or equivalent business-related experience
- Five plus years of experience with multiple HR disciplines, such as: talent management; compensation and benefits; employment laws (federal and state); performance management; change management; and organizational effectiveness
- Ability to maintain a high level of integrity and confidentiality
- Strong business and HY acumen, including strong critical thinking and problem-solving skills
- Analytical capability and ability to initiate and complete projects
- Excellent oral and written communication and interpersonal skills, including coordinating cooperative efforts between all lines of business
- Ability to train, lead, and direct the work of others
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook, etc.)
- Strong management and organizational skills, as well as the ability to multi-task
- Human Resources certification preferred

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to speak or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Grand Bank offers a competitive salary along with the following benefits:

- 401(k) and Profit Sharing

- Health Insurance
- Dental Coverage Plan
- Vision Coverage Plan
- Disability Insurance
- Life Insurance
- Flexible Schedule
- Paid Time Off

About Grand Bank for Savings, FSB: Grand Bank is exploding with growth and on the fast track to becoming a leader in providing affordable, innovative financial products to our customers throughout the U.S. Our mission is to deliver cost-effective financial tools to give our customers better ways to borrow, spend, and save. We thrive on creating solutions to help our customers live healthier financial lives and improve their relationship with money. From saving for retirement to buying their first home, whatever stage of life they are in, we are with them every step of the way.

Chartered in 1968, Grand Bank has a rich history of thinking out of the box to offer unique products to meet the needs of our customers. We value our team members and all they bring to the table. If you're passionate about delivering customer-focused solutions with a digital edge to help others build solid financial health, you want to work for us. You'll discover a career full of excitement, challenge, purpose, and opportunity at Grand Bank. We are proud to be an equal opportunity workplace dedicated to pursuing and hiring a diverse, talented, and engaged team.

We offer competitive salaries, advancement opportunities, and a comprehensive benefits package. Join our team today!

Job Type: Full-time, On-Site in Hattiesburg, MS

Pay: Based on education and experience

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