



The National Bank of Indianapolis **Job Posting: Staffing Officer**

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With upwards of 90% or greater staff retention year after year, and with highly competitive compensation and benefits, our staff enjoy a sense of stability not always experienced in the general work environment, as evidenced during the global pandemic and other notable events that caused many employers to reduce staff and benefits. Our benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled a diverse team of talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING

Position: Staffing Officer

Purpose of Position: Responsible for both oversight and delivery of the Bank's staffing/recruiting efforts and related functions, ensuring that there is a strong pipeline of qualified candidates for short-term and long-term staffing needs, and that the Bank's workforce is reflective of our commitment to diversity. Provides not only the strategic vision for sourcing and placing candidates, but also actively participates in the execution of that vision. Ensures compliance with both internal policy and applicable laws and regulations.

Essential Functions:

- ◆ Responsible for external and internal hiring processes, including but not limited to appropriate postings, applicant flow and candidate sourcing, interviewing processes, background checks and selection tools, compliance with applicable laws and regulations, and constancy with the Bank's Culture of Excellence
- ◆ Provides coaching/guidance to hiring managers, ensuring they have the tools and resources needed to conduct appropriate selection interviews; may participate in manager training sessions related to staffing
- ◆ Maintains relationships with existing recruiting sources, both fee-based and non-fee-based, to ensure top quality candidates are identified for open positions; establishes and builds relationships with new recruiting sources, as appropriate; works with professional recruiters, schools, community agencies, government agencies and others
- ◆ Participates in negotiation of fee-based agreements with third party recruiters as appropriate
- ◆ Coordinates temporary staffing placements, working with hiring managers and referring agencies as appropriate
- ◆ In collaboration with the Training and Development Officer, guides the Bank's Internship experience, including but not limited to identifying and structuring annual internship opportunities, sourcing qualified candidates, and managing the selection process
- ◆ Serves as Applicant Tracking System administrator, ensuring proper setup and reflection of the Bank's culture
- ◆ In collaboration with other HR colleagues, ensures that job descriptions reflect actual job responsibilities as well as essential qualifications, and that they likewise remain compliant with applicable laws/regulations
- ◆ Actively participates in the Bank's Affirmative Action efforts, serving as a primary contact with referring agencies and resources identified as part of the Bank's outreach; participates in preparation of the Bank's Affirmative Action Plan and related initiatives, monitoring annual trends and results
- ◆ May assist with preparation of regulatory filings and subsequent reporting of information to applicable agencies
- ◆ May develop and deliver presentations to community-based recruiting partners and/or their constituents, both to advance the Bank's commitment to our community and to increase access to a diverse population of applicants
- ◆ May provide back-up for other critical HR functions, as needed

Requirements:

- ◆ Undergraduate degree in related discipline, or equivalent combination of education and experience; MBA and/or professional certification preferred
- ◆ At least five years of diverse staffing experience, covering the complete spectrum of the staffing process, preferably within a bank or other financial services organization; experience with varied positions, at various levels, across functional areas is a must; additional HR generalist experience is helpful, but not required.
- ◆ Requires a proven track record of successfully coaching hiring managers through the staffing and selection process
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism; effective use of intervention techniques where needed
- ◆ Excellent customer service skills, with the proven ability to interact effectively and inclusively with diverse individuals
- ◆ Proven written and verbal communication skills, including public speaking and the ability to make effective presentations
- ◆ Ability to analyze and/or evaluate information, both quantitative and qualitative
- ◆ High degree of accuracy and attention to detail
- ◆ Effective problem-solving skills
- ◆ Proven ability to negotiate fee agreements with selected vendors
- ◆ Demonstrated proficiency administering an applicant tracking platform is required; familiarity with Cornerstone Recruiting is a plus. Proficiency using other common computer applications is also required.

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