



**The National Bank of Indianapolis**  
**Job Posting: Human Resources Assistant**

**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 330 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. 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 our 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](mailto: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: Human Resources Assistant**

**Purpose of Position:** The incumbent provides a blend of administrative, coordinative, and/or facilitative support for various human resources processes, programs and initiatives. In performing job duties, the incumbent is responsible for ensuring compliance with internal policy and applicable laws and regulations, as well as completing work consistent with the Bank's Culture of Excellence.

### **Essential Functions:**

- ◆ Performs and/or facilitates varied and diverse administrative processes associated with hiring, promotions, transfers, other changes affecting employees and/or their employment status, and terminations of employment; processes may include, but are not limited to paperwork, data management, and coordination of a wide array of administrative details; will frequently handle sensitive information which requires a high level of professionalism and confidentiality
- ◆ Coordinates and conducts new hire administrative orientation; responsibilities include paperwork, logistics and presentation of essential Bank information
- ◆ Enters, updates and/or maintains data in the payroll/HR database, ensuring accuracy and timeliness of the information
- ◆ Responds to a high volume of varied questions and inquiries from staff, providing timely, courteous customer service on a consistent basis; may be required to communicate in person, by phone and/or via email
- ◆ Supports recruiting/staffing processes, including but not limited to accessing/printing resumes that are received electronically, maintaining applicant tracking records, sending correspondence to prospective applicants, assembling application packet materials, initiating and monitoring background checks, and maintaining resume files
- ◆ Supports training initiatives, including but not limited to preparing/copying/binding training materials, maintaining training records (both electronic and paper), coordinating/monitoring logistics for scheduled training initiatives, and assisting with "day of" training event details, as requested
- ◆ Coordinates departmental imaging processes, ensuring timeliness and accuracy in scanning and electronic maintenance
- ◆ Serves as primary coordinator for building access cards and associated photo-taking
- ◆ Coordinates monthly passes with select garages and serves as the primary point of contact when issues surface; reconciles monthly parking garage invoices and prepares same for processing
- ◆ Creates and/or maintains various spreadsheets, reports and records either in hard copy or electronic format
- ◆ May provide assistance to staff relative to benefits, including responding to general questions, assisting with forms, and troubleshooting problems when they arise; may also support open enrollment and other administrative processes
- ◆ May help notify benefit providers of new enrollments, changes and/or terminations on a timely basis; ensures that proper documentation is maintained and appropriately filed; troubleshoots problems when they arise
- ◆ Assists with the coordination and implementation of major departmental initiatives, as requested
- ◆ May assist Executive Assistant with Bank initiatives, including but not limited to Lunch/Breakfast Club and events
- ◆ Orders general office supplies and performs general office functions including filing, distribution of mail, etc.
- ◆ May provide critical back-up for certain payroll and administrative functions performed by other HR Staff

### **Requirements:**

- ◆ Some post high school education or training is preferred, especially as it relates to human resources laws, regulatory compliance and procedural best practices
- ◆ At least 3 years of high-volume, multi-faceted administrative experience, preferably with at least 2 years in a human resources capacity
- ◆ Proven interpersonal and customer service skills, as demonstrated by the ability to effectively engage with diverse individuals while exhibiting a high degree of professionalism and reliable follow-through on commitments made
- ◆ Proven ability to earn/retain the trust of those served and handle confidential information appropriately
- ◆ Exceptional written and verbal communication skills
- ◆ Demonstrated ability to multi-task, with the proven ability to prioritize, organize, and effectively process high volumes of detailed information fully, accurately and consistent with established timelines
- ◆ Adaptability and flexibility, presenting cool-headedness under pressure and versatility when priorities unexpectedly shift
- ◆ Demonstrated effectiveness as a self-starter, with proven initiative and well-reasoned problem solving skills
- ◆ Demonstrated proficiency with standard computer applications, including intermediate or advanced skill with Microsoft Word and Excel; prior experience navigating payroll and/or human resources databases is helpful

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