



Founded in Abbeville, LA in 1971, **Gulf Coast Bank** is known throughout Acadiana for getting to know our customers personally, and understanding their needs, as well as the needs of the community. **Gulf Coast Bank** has nine (9) locations across the Acadiana area and employs more than 120 people. As banking has changed through the years, Gulf Coast Bank has stayed on the forefront, while never losing sight of what makes our bank special: providing outstanding customer service and maintaining active involvement in the communities we serve.

Position Summary

Gulf Coast Bank is looking for a Human Resource Generalist. The position can be located in either Abbeville or Lafayette. The ideal candidate will perform a wide variety of tasks assisting the Human Resource department with a *heavy emphasis on recruiting and maintenance of the ADP ATS system*. Also assists with maintenance of the ADP HRIS system to include updating and maintaining personnel records, uploading of documents, and verification of data, as well as insurance claims and benefits administration. Provides support services to employees and managers as requested by the Human Resource Officer.

Primary Responsibilities:

- * Works closely with the Human Resource Officer to ensure that all HR functions are managed quickly and efficiently
- * Recruiting:
 - * Consults with HR Officer to understand requirements, duties, and qualifications needed for open positions
 - * Manages utilization of the Applicant Tracking System to include posting of all open positions across social media platforms
 - * Consults data and records to identify and select potential candidates, manages screening and initial interviews
 - * Checks candidates references and credentials, administers PXT profile assessments
 - * Coordinates scheduling of interviews with candidate(s) and hiring managers
 - * Assists with offers of employment, onboarding, scheduling of training and new hire orientation
 - * Attends job fairs, campus events and other networking opportunities
 - * Ensures compliance with applicable equal employment opportunity (EEO) and related employment laws and regulations
- * General HR duties:
 - * Responsible for updating the ADP HRIS system to include all documentation uploads into personnel files
 - * Assists with benefit administration to include Open Enrollment process, reconciliation of insurance bills, claims issues, etc.
 - * Enforces company policies and processes and maintains compliance of federal, state and employment laws and regulations
 - * Manages data and provides reports as requested
- * Performs additional duties as assigned by the HR Officer

What We Offer:

- Competitive Compensation Structure
- Full Medical, Dental, Vision
- Paid Vacation/Sick Leave/Holidays

Requirements:

- High School Diploma / Bachelor's degree preferred with 5+ years of related HR and Recruiting experience
- Proficient with Microsoft Office suite and related programs; as well as HRIS and ATS Systems (ADP a plus)
- Highly organized and initiative-taker with excellent communication skills, both written and verbal
- Banking experience a plus

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.