Job description

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**Come Make MBT your Employer of Choice!**

MBT was founded in 1858 and has grown into one of the largest community banks in Michigan, with more than 1.3 billion in assets. MBT offers a full service bank with a comprehensive selection of personal and business accounts, complete credit options and the region’s largest Wealth Management Department. With 20 offices, global ATM, account access, mobile and online banking, MBT provides an incomparable level of service and convenience for its customers. We are proud to remain locally owned. MBT provides world class Banking with a Local Address. Professional growth, diversity and work-life balance are equally important and you’ll find all of this and more in a career at Monroe Bank & Trust.

Recruiting and Retaining top talent is always our goal. We’re looking for individuals who demonstrate professional characteristics such as, providing customers with an above and beyond experience, team players, ability to apply critical thinking on the job and mission driven to impact the bottom line financial results set forth by our executive team.

Our 6 *Core Values* demonstrate the driving force within our company, they guide our employees when making every day decisions. It’s not just what we do, it’s how we do it that makes us different.

* WE CARE
* WE ARE COMMITEED TO SUCCESS
* WE ARE HONEST AND RESPECTFUL
* WE SUPPORT EACH OTHER
* WE ARE CREATIVE AND INNOVATIVE
* WE HAVE PRIDE

**POSITION SUMMARY**

The HR Business partner will develop, enhance, collaborate, and execute key HR projects and assignments. The primary function of the HR Business Partner is to act as a strategic business partner to all MBT team members through the administration, development, and execution of key HR Policies, and practices. This position acts as a primary agent of change in the HR department by collaborating, and using subject matter expertise to develop, enhance, and champion key HR projects and tasks. The HR Business Partner assesses and anticipates HR related needs, and makes recommendations to HR Officer regarding HR policies and initiatives, and recommendations for new HR strategies.

**ESSENTIAL FUNCTIONS**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**

* Primary job evaluation and compensation administrator. Works with Management to develop and deliver effective compensation practices for entire organization. Sets deadlines, and works independently with management to develop legal, and accurate job descriptions and evaluations.
* Acts as a strategic business partner by meeting with employees to discuss, advise,and resolve employee questions and complaints regarding HR policies, compensation, working conditions, and other employee relations related issues. Reviews decisions and actions with HR Management as appropriate.
* Collaborates with HR Team members to develop, enhance, and promote MBT’s Performance Leadership Process by developing materials, presentations, and assisting in executing key HR projects.
* Partners with HR Team and key members of management to ensure up to date job description development, legal compliance with ADA and other employment laws.
* Takes charge of HR team scorecards, ad hoc reporting, and supports HR Team members with relevant employee data.
* Develops, enhances, and collaborates with HR Team to establish key Standard Operating Procedures to ensure HR Team compliance with DOL, ERISA, ADA, ACA, FLSA, and other applicable state, federal, and local laws.
* Recommends decisions regarding administration, and practical application of employee policies and procedures.
* Assists and acts as primary back up for Sr. HR Generalist by Administering, reconciles employee/retiree benefit programs including medical, FMLA Administration, STD, Unemployment claims, workers compensation program, Tuition Reimbursement, 401(K), life insurance, and volunteer benefit programs. Ensures compliance with applicable laws, and regulatory requirements

**Other Functions**

* Works closely with management and employees to improve work relationships, build morale, increase productivity and retention.
* Performs critical maintenance to HRIS system including pay changes, self-service maintenance, benefit deductions, and other critical maintenance functions.
* Partners with Talent Acquisition as needed assisting with full cycle recruitment, onboarding, and development.
* Back up to Sr. HR Generalist and HR Assistant for processing payroll and timekeeping adjustments.

**POSITION QUALIFICATIONS**

**SKILLS & ABILITIES**

**Education:** Bachelor’s degree in Business or HR related field required. PHR or SHRM-CP certifications preferred.

**Experience:** Minimum of Three to Five years related experience required. Candidate should have experience and demonstrate knowledge of employment laws, HR best practices, confidentiality, and project management.

Or any combination of education and experience that enables the candidate to perform the essential functions of the position.

**Computer Skills**

Experience with ADP’s Workforce Now system preferred. HRIS systems experienced required. Proficiency in MS Office Suite preferred. Report writing and HR Metric interpretation experienced preferred.

**Certificates & Licenses**

PHR, SHRM-CP or related certification preferred.

**Other Requirements**

Knowledge of benefit and employment related laws, ACA, ERISA,FMLA, ADA, FLSA, Civil Rights Act, and other HR related employment laws and regulatory requirements.

The individual chosen for this position will be required to work in teams, collaborate, and influence outcomes for project based work. Uses good judgement and experience in executing projects, and acts with a sense of urgency for completion. Must be able to work independently without detailed instruction or guidance. Must demonstrate ability to deliver and execute key projects with high quality, accuracy, and timeliness. Must demonstrate the ability to navigate difficult conversations with tact, and care, while demonstrating the ability to deliver difficult news.

**Competency Statement(s)**

* Accuracy - Ability to perform work accurately and thoroughly.
* Autonomy - Ability to work independently with minimal supervision.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Interpersonal - Ability to get along well with a variety of personalities and individuals.
* Integrity – Ability to perform job with a high standard of ethical judgments and confidentiality
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
* Relationship Building - Ability to effectively build relationships with customers and co-workers.

**WORK ENVIRONMENT**

Team oriented environment. Must be able to work with all levels of employees including executive officers.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Statement:

Section 19 of the Federal Deposit Insurance Act (12 U.S.C. 1829) provides in part that, without prior written consent of the Federal Deposit Insurance Corporation, an insured bank may not employ any person or allow any person to be otherwise affiliated with the bank who has been convicted of, or has entered into a pretrial diversion or similar program with respect to a conviction of any criminal offense involving dishonesty, breach of trust or money laundering. For each knowing violation of the prohibition, both the person and the insured bank are subject to fines of up to $1,000,000 per day or imprisonment for up to 5 years, or both.

MBT is an At Will Employer. Please note: You have the right to terminate your employment at any time, with or without cause and with or without notice. We also have the right to terminate your employment at any time, with or without cause and with or without notice. No person other than the President may change this at-will employment relationship and such a change must be made in writing.