

At MIDFLORIDA Credit Union, we are proud to be defined by the excellent service and convenience offered to our membership. We recognize that this image is uniquely tied to recruiting and maintaining well-qualified, service-oriented employees. MIDFLORIDA is currently seeking a qualified and service oriented **Human** **Resources Generalist** to join our growing Human Resources Department in Lakeland, Florida.

Duties and Responsibilities:

* Administer personnel policies  Coordinate Family Medical Leave Act requests
* Maintain compliance with Federal and State employment regulations
* Maintain employee sick and vacation hours
* Process verification of employment requests
* Administer tuition reimbursement programs
* Reconcile monthly insurance billing
* Maintain personnel records, databases, and reports
* Administer Workers Compensation program
* Process employee background screenings
* Assist with employee onboarding and separation processes
* Assist in other areas of HR Administration as assigned

Minimum Requirements:

* Bachelor’s Degree in Human Resource Management or other related field
* 2+ years of professional Human Resources experience
* Advanced knowledge of FMLA and ADA regulations
* Experience with HRIS systems  Computer proficiency; Microsoft Excel, Word, and Outlook
* Excellent interpersonal, communication, and organizational skills
* Strong attention to detail, with the ability to multitask
* Professional demeanor and the ability to maintain confidentiality
* SHRM-CP and/or HRCI-PHR certification preferred
* Payroll processing experience helpful

Since 1954 MIDFLORIDA has grown to nearly 50 branches, more than 900 employees and assets exceeding $3 billion. Presently, we are servicing more than 314,000 members in the Central Florida area with products and services that rival any local bank, while maintaining the Credit Union philosophy of excellent personal attention. Learn more at www.midflorida.com.

MIDFLORIDA is pleased to offer generous pay and benefits programs to include health/life/dental coverage, annual bonus, merit based annual reviews, matching 401(k), PTO and Holiday pay, and tuition assistance.

Send resumes to [bpalmer@midflorida.com](bpalmer@midflorida.com%20%20)  and apply online at <www.midflorida.com/careers>.

MIDFLORIDA Credit Union is an equal opportunity employer.

Drug Free Workplace