



HR Assistant

Location: Denver, CO

Salary: \$48,000 – \$60,000

Reports To: VP – HR Manager

Position Type: Full-Time, Exempt

Campbell.HR and DT Search are working with Native American Bank to place their next **HR Assistant**. Native American Bank (NAB) is a one-of-kind institution that is an Agent of Change for Native Communities. At the core, NAB is committed to the vision and mission of the Bank.

NAB believes that their employees are our greatest asset, and the bank is at its best through teamwork.

NAB is seeking a motivated, organized, self-starter to support the HR team. The ideal candidate will maintain employee records, assist with recruitment, onboarding, and handle employee inquiries. Strong communication skills and attention to detail are essential. Proficiency in HR software and knowledge of labor laws are preferred. This role is important for cultivating a positive workplace environment and enhancing employee engagement.

Position Responsibilities:

- Supports administration, coordination, and application of company-wide human resources policies, procedures, and practices.
- Assist in posting job openings on various platforms and managing applications.
- Schedule interviews and coordinate communication between candidates and hiring managers.
- Conduct initial screenings for potential candidates.
- Prepare onboarding materials and facilitate new hire orientation sessions.
- Assist with the completion of the necessary paperwork and ensure compliance with company policies.
- Collect and maintain employee documentation, including I-9 forms and tax information.
- Maintain and update employee files and HR databases with accuracy and confidentiality.
- Ensure compliance with data protections regulations and company policies regarding employee information.
- Assist in resolving employee inquiries and concerns in a professional and timely manner.
- Support HR initiatives and programs aimed at improving employee engagement and workplace culture.
- Assist with the preparation of HR reports and presentations as needed.
- Manage HR-related correspondence, including emails and memos.
- Provide general administrative support to the HR team.



- Help coordinate training sessions and workshops for employees.
- Assist in the planning and coordination of events as a member of the event committee.
- Assist with performance management processes, including coordinating performance review cycles and maintaining performance evaluation records.
- Other duties as assigned.

Minimum Qualifications:

- Basic knowledge of HR policies, practices, and employment laws.
- Proficient in using HR software (e.g. HRIS systems).
- Excellent organizational and time management skills, with the ability to prioritize and multitask effectively.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent written and verbal communication skills, with the ability to interact professionally with employees at all levels.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills and the ability to work independently as well as part of a team.
- At least 2 years previous experience in an administrative role, preferably with an HR department.
- Associate's degree in human resources, Business Administration, or a related field is preferred.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Benefits:

- Competitive salary and benefit package
- Professional development opportunities
- Health, Dental and Vision Insurance
- Health Savins Account with company contribution
- Employer paid Short-term and Long-term disability insurance
- Employer paid Life Insurance
- 401(k) plan and matching
- RTD EcoPass (Denver) ORCA (Seattle)
- Pet Insurance
- Paid Time Off
- Volunteer Time Off



Company Culture:

“Native American Bank is a full-service community bank committed to meeting the financial needs of individuals, businesses, and non-profits within the Native American community and beyond. Our focus is on delivering a personalized banking experience that honors cultural sensitivities. Since our founding in 2001, our mission has been to empower Native American and Alaskan Native individuals, enterprises, and governments by providing affordable and flexible banking and financial services tailored to their unique goals.

We take pride in cultivating personal relationships with our customers while upholding the highest standards of professionalism. Our diverse range of services includes personal and business banking, lending solutions, and more, all designed to support our clients' aspirations.

At Native American Bank, we go beyond traditional banking by encouraging our employees to engage in community service through our Mission in Motion program. We believe in giving back and nurturing a collaborative spirit among our neighbors. By joining Native American Bank, you play a crucial role in helping our community thrive while ensuring that our financial practices are guided by our cherished traditional values.”

Additional Information:

- Candidate must pass background check prior to hire.
- This position allows for a hybrid schedule.

This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the organization and the supervisor to whom the employee will report.

Our client is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.