HR Payroll Coordinator – Pewaukee

Are you looking to start your career in Human Resources? Do you want to supplement your HR coursework with real world HR experience? If so, this position is for you! We have an opening for a full-time HR Payroll Coordinator in our Pewaukee office. This is an ideal opportunity for a current college student or recent graduate looking to gain HR experience.  The HR Payroll Coordinator would get exposed to most areas within our HR Department and will gain valuable experience towards a future career in HR.  Key responsibilities include: ensure the accurate and timely processing of the bank’s bi-weekly payroll, administering employee records, applicant flow records, compliance records, generate internal reports, send internal status change communications, and assist in New Hire Orientation.

**Job Responsibilities**

* Process biweekly payroll and maintain employee records in the HRIS application
* Provide administrative support for HR Department
* Assist with the following Talent Acquisition functions: postings, monitoring incoming applications, candidate communications
* Conduct New Hire Orientations at our West Bend and Pewaukee location
* Maintain all HR records: employee files, applicant records, and compliance records

**Employee Benefits**

In appreciation of your hard work, Westbury Bank offers a variety of benefits and other perks including:

* 401(k) with competitive company match
* Employee Stock Ownership Plan
* Medical, Dental, & Vision Insurance
* Paid Time Off
* Life Insurance
* Short & Long Term Disability Insurance
* Employee Discounted Loan Rates
* Career Path Development and advancement opportunities

**Job Location**

Pewaukee – must be willing to drive to other locations

**Position Type**

Full Time

To be considered for this exciting opportunity, click [Here](https://secureforms.c3vault1.com/forms/westburybankwi/Employment-Application.aspx) to complete an online application.

Email resumes to Human Resources: [careers@westburybankwi.com](mailto:careers@westburybankwi.com)

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