



## **Human Resources Specialist**

**Hartsville, S.C.**

Join our team at SPC Credit Union as a Human Resources Specialist! We are dedicated to serving our members with compassion, building lasting relationships, and actively engaging with our communities. As a Community Development Financial Institution (CDFI), our mission is to expand economic opportunity in low-income communities through fair financial products and services.

### **Responsibilities:**

- Assist in recruitment and staffing processes
- Provide administrative support for human resources and training functions
- Process semi-monthly payroll and special payrolls
- Maintain personnel files and human resources database
- Conduct employee orientations and facilitate training programs
- Administer benefits and assist with benefit claim issues
- Communicate benefit changes and enrollment information to employees
- Ensure compliance with federal and state regulations
- Perform other related duties as assigned

### **Qualifications:**

- 3-5 years of relevant experience required
- Two-year college degree or equivalent
- Strong interpersonal skills
- Excellent written and oral communication skills
- Proficiency in word processing and spreadsheet software
- Ability to maintain confidentiality and discretion

Join us in delivering outstanding service in line with our mission and values. If you have a passion for human resources and a desire to make a difference in the community, apply now to be a part of our team!

**To inquire or apply for this position, please submit a resume to Allison at [alindner@recruitingsolutionsonline.com](mailto:alindner@recruitingsolutionsonline.com)**