



HR Coordinator (with Client Experience Support)

Eagle Rock Bank is growing, come join our team!

Eagle Rock Bank is a locally owned and managed community bank with strong values and a commitment to employees who join our bank family. Eagle Rock has proudly served the community since 1996, with full service locations in Rochester, Stewartville, and Arden Hills, MN.

Job Title: HR Coordinator (with Client Experience Support)

FLSA Status: Non-Exempt

Schedule: Full-Time

Reports to: COO & Director of HR

Position Summary

The HR Coordinator plays a key role in supporting the day-to-day operations of the Human Resources function within a growing community bank. This position is primarily focused on HR Administration, employee support and coordination of core HR processes. In addition, this roll will provide occasional teller support to assist with branch coverage and ensure a seamless customer experience when needed.

Duties and Responsibilities

- Coordinate onboarding and offboarding processes, including new hire documentation, background checks and orientation
- Maintain accurate and confidential employee records and HR systems
- Assist with payroll processing, audits and reporting
- Serve as a point of contact for employee questions related to benefits, policies and general HR inquiries
- Support benefits administration, including enrollments, changes and open enrollment coordination
- Coordinate training programs, employee communications and HR initiatives
- Support compliance efforts, including tracking required training and maintaining regulatory documentation
- Assist with recurring coordination, including scheduling interviews and candidate communications
- Provide general administrative support to the Director of HR and assist with special projects
- Support audits and regulatory examinations by gathering requested documentation and explaining technology controls and processes
- Provide teller/account opening coverage on an as-needed basis to support branch operations
- Process basic banking transactions with accuracy and professionalism
- Deliver strong customer service aligned with the bank's standards
- Perform other duties as assigned

Skills and Abilities

- Strong knowledge of human resources management principles including talent acquisition, employee evaluation, benefits administration, and performance management.
- Ability to handle confidential information with integrity while demonstrating exceptional organizational skills through data collection and entry tasks
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment

- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office and HRIS/payroll systems preferred.

Education and Preferred Requirements

- Associate or bachelor's degree, in Human Resources, Business Administration, or related field preferred
- 1–3 years of HR, administrative or customer service experience required

Working Conditions

Must be able to stand and/or sit for extended period of time. Occasional heavy lifting required. Job requires employee to bend forward by bending forward at the waist, or by bending the legs and spine. Must be able to express ideas by the spoken word, and requires perception of speech.

Eagle Rock Bank offers a comprehensive benefit package to our full time employees:

- Medical * Dental * Vision
- Paid Time Off
- Paid Federal Holidays
- Life Insurance
- Short Term and Long Term Disability
- Flexible Spending Accounts
- 401k Retirement Savings Plan
- Employee Referral Program
- Educational Assistance
- Employee Birthday Pay
- Employee Wellness Allowance

Eagle Rock Bank is an Equal Opportunity Employer

www.eaglerock.bank