



Position Title	Human Resources Assistant
Department / Location	Round Rock (East Palm Valley Blvd.)
Salary	Commensurate with Experience
FLSA Status	Non-Exempt
Posting Date	06/13/2025

WHY CHOOSE R BANK?

R Bank is more than a place to work — we're a community. Here You'll find a workplace that's supportive, fun, and full of opportunities to grow. Join us to make a difference in the lives of our customers and teammates while progressing your own professional journey.

JOIN THE CORPORATE TEAM!

At R Bank, we put relationships at the center of our work, and that includes relationships with our customers, community members and our amazing employees. We're looking for a Human Resource Assistant that is detail-oriented, able to multitask, but most importantly loves helping others. If this is you, come join R Team!

The Human Resources Assistant is responsible for performing HR related duties on a professional level and works closely with the Human Resources Director. This position carries out responsibilities such as, but not limited to, benefits administration, employee relations, training, onboarding, payroll processing, policy implementation, recruitment/employment, affirmative action and employment law compliance.

COMPANY GENERAL POLICY & PROCEDURE.....

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this description reflect the general duties considered necessary to describe the principal functions of the job as identified and should not be considered a detailed description of all the work requirements that may be inherent in the position.

WHAT WOULD YOU DO EACH DAY?

- Maintain employee records, ensuring completion and accuracy of details such as employee contact information, job classification, compensation, tax data, performance reports, training organizational structure, and other key details as requested in the Human Resource Information and Time Reporting system.
- Assist with all phases of the recruiting process including but not limited to reviewing, distributing, and maintaining completed resumes and applications, all while keeping open communications with both the candidates and hiring managers.
- Assist with reviewing applications, initial communications with candidates, and scheduling preliminary interviews upon request.
- Conduct or administer new hire employee screening and employee eligibility verifications.
- Perform administrative and record-keeping tasks related to staffing changes, which may include resignations, terminations, and extended leaves of absence.
- Assist with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Plan and support company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in benefits plans.
- Conduct and or assist with record audits and mandatory reports including, but not limited to, I-9 audits, EEO-1 filings, payroll audits, and other Human Resource, or benefit reviews.
- Alongside Director of Human Resources, facilitate employee relations issues as needed.
- Participate in policy and procedure development alongside Human Resource staff and Senior Management.
- Assist with ensuring that HR policies and processes are consistently administered companywide.
- Upon request, assist Director of Human Resources with investigations into situations, including but not limited to, harassment, discrimination, and or violation of company policies.
- Assist team with payroll processing and reconciliation.
- Deliver a high level of customer service to all employees.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Other duties as assigned.

WHAT SHOULD YOU BRING?

- High school diploma or equivalent.
- Strong understanding of confidentiality.
- Flexible and adaptable; able to work under pressure while handling sensitive information in a confidential manner at all times.
- Basic understanding of human resources operations.

- Excellent interpersonal, verbal, and written communication skills.
- Detail oriented with the ability to organize and prioritize work.
- Able and willing to work cooperatively with other team members.
- Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.
- Perform a wide variety of tasks; the ability to change focus quickly as demands change is essential.
- Dependable and work as scheduled.
- Demonstrated proficiency in basic computer applications, such as Microsoft Office software products.

WHAT SHOULD IT TAKE?

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and work on a computer for prolonged periods of time. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WHAT BENEFITS WILL YOU RECEIVE?

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and R Best Foot Forward Program. You can learn more about R Bank and our services at <https://www.r.bank>.

READY TO JOIN?

If you meet all of the minimum qualifications for this position and would like to apply, please upload your updated resume via <https://www.r.bank/career-opportunities/>.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.