

## Human Resources / Administrative Assistant – Full Time

Important day-to-day responsibilities include:

- Personnel file maintenance including ongoing updates and conversion of all paper documents to electronic files stored in payroll system.
- Training coordination including registration, monitoring, tracking and internal Learning Management system maintenance.
- Affirmative Action Plan data tracking and annual plan update.
- Mentor Program tracking
- Job Performance Progress Plan administration including position updates, level tracking, critical driver data tracking and monthly performance management system updates.
- Internal survey coordination.
- Supply ordering for all branches
- Assist Finance Department with accounts payable duties
- Personnel on boarding and human resource administration support functions as assigned by the VP Human Resources Manager.

Qualifications for this Opportunity:

- Background in human resources data management, finance, accounting or technology preferred.
- Extreme attention to detail
- Commitment and willingness to learn and grow in your career
- Understanding the extreme value in serving others
- Functional expertise
- Confidentiality
- Exceptional communication skills
- Strong Business Acumen

Benefits Included in this Opportunity:

- 100% Employer Paid Health and Dental Insurance Premiums for each employee
- HSA Contribution available
- Life Insurance and Long Term Disability Insurance
- 401k and Employee Stock Ownership Retirement Plans
- Flexible Spending Plan
- Vision Insurance Plan

Direct report to: Vice President, Human Resources  
Hours needed: 8:00am to 5:00pm, Monday–Friday

Interested in hearing more about our competitive wages and strong growth opportunities?  
Apply online at [www.bankwithpioneer.com](http://www.bankwithpioneer.com).

Pioneer Bank is a community bank with seven locations throughout southern Minnesota including Mankato, North Mankato, St. James, Madelia, Mapleton, Lewisville and Lake Crystal. Pioneer Bank offers expertise in personal, business and agribusiness banking with bankers and staff that provide experience that is unparalleled. Pioneer Bank is very active in the communities they serve and was a finalist in 2016, 2017 and 2018 for the Extraordinary Banking Award, a national organization that marks the excellence for the best banks in America. In addition, Pioneer Bank has been named one of the 2018 Top 150 Workplaces in Minnesota by the Star Tribune. Pioneer Bank was ranked seventh out of the 70 companies included in the small employers list, 59–149 employees.

Pioneer Bank is an equal opportunity employer of women, minorities, protected veterans and individuals with disabilities. Member FDIC.