

At Pioneer Valley Credit Union, we create an environment where open communication and mutual respect are valued. As we continue to advance in introducing new technologies to our members to satisfy their financial needs and offer the modern conveniences for today's discerning consumer; we continue to embrace the warm interaction for which credit unions are founded. Our employees are committed to a strong set of values and member service philosophy, dating back to the opening of our doors in 1923.

Our competitive and generous benefits include paid vacation and sick leave, medical, vision and dental benefits, short-term and long-term disability coverage, company paid life insurance, 401K with match, paid holidays and a family-friendly environment. Our total compensation and total benefits are highly competitive within the industry.

We strive to add value to our member's lives by providing them with fast, easy and convenient service. *The Credit Union Philosophy of "People Helping People" is and will always be our main priority.*

Pioneer Valley Credit Union is an Equal Opportunity Employer. We are committed to building an inclusive and diverse workforce.

---

**Job Title:** Human Resource Generalist    **Job Status:** Full Time – Exempt-Salary - In Person

Pioneer Valley Credit Union is proud of our outstanding reputation; a financially sound organization that celebrated its 100th year anniversary and works knowingly to continuously improve our strategies of fostering a positive work culture. We are actively growing our workforce to add to our already amazing team of professionals. If you enjoy a variety of HR activities, and looking to showcase your excellent multitasking, detail oriented and organizational skills, we invite you to check out this great opportunity.

**HERE ARE SOME HIGHLIGHTS OF THIS OPPORTUNITY:**

- Personnel administration
- Payroll
- Compensation
- Benefits
- Organizational Training & Development
- Recruitment
- Retention
- Employee Relations

**KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED:**

- Five to seven years of relevant HR, Benefits, Payroll, Financial or Accounting skills experience preferred.
- Two-year college degree or completion of a specialized course of study preferred.
- PHR or SPHR certification preferred.
- Microsoft Office products, Word, Excel, Microsoft Publisher, and Outlook.
- A significant level of trust and diplomacy is required.
- Must be familiar with Federal and State laws affecting Human Resources.



*Dedicated to Delivering...*

- Awareness of OSHA regulations and compliance.
- Excellent organizational and time management skills; attention to detail
- Strong analytical and problem-solving skills.
- Ability to work with little supervision while performing duties.
- Position requires the ability to work on a keyboard, sit for prolonged periods of time, exerting up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Job involves sitting most of the time.

Pioneer Valley Credit Union is an Equal Opportunity Employer. We are committed to building an inclusive and diverse workforce.

Please send resumes to [HumanResources@pvcu.org](mailto:HumanResources@pvcu.org)

