**Human Resources Generalist at Community Bank of the Chesapeake – Waldorf, MD**

Community Bank of the Chesapeake is made of up passionate people who work hard to exceed expectations. We seek career-minded people who can contribute to our culture of excellence.

In addition to competitive compensation, Community Bank offers a *generous benefits package*to full-time employees.

We invite you to apply on our website, http://www.cbtc.com/about/career-opportunities/

***Position Requirements:***

Qualified candidates must possess:

* Bachelor’s degree in human resources or related field and four to five years of related experience or a comparable level of education and experience
* Knowledge and experience with state (Maryland and Virginia) and federal employment laws and human resources policies and procedures
* Proficiency in Microsoft Office including Word, Excel, Outlook, and PowerPoint. Comfortable learning new technical systems as needed
* Proficiency with or the ability to quickly learn the Bank’s HRIS
* Effective problem solving, organizational and time management skills
* Excellent written and verbal communication skills including attention to detail in composing and proofing documents
* Strong interpersonal skills and ability to handle sensitive and confidential situations and information as well as poise, tact, and diplomacy
* Ability to react to change productively, multitask and establish priorities to meet deadlines and complete other essential tasks as assigned
* Candidates with HRIS administration experience are preferred.

***Primary Responsibilities:***

Administers the Bank’s benefit programs. Assists in talent acquisition and recruitment process. Assists in the coordination of the employee performance review program. Assists in developing and maintaining job descriptions and employee handbook policies. Maintains information, documents, and other content in HRIS. Completes various reporting requirements. Assists in planning and execution of employee events. Ensures compliance with employment and HR laws and regulations in connection with assigned tasks.

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\*Community Bank evaluates its benefits programs regularly and reserves the right to modify any or all of the benefits offered to employees at the sole discretion of management. These changes may occur with or without notice.

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Equal Opportunity Employer/Veterans/Disabled
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