

Lake Shore Savings Bank is committed to the communities in which we serve by providing outstanding customer service to our customers. To do so we feel it is important to provide outstanding career opportunities to our employees.

If you are looking for a rewarding position with great potential, outstanding benefits and a job you can be proud of, then work where you bank at Lake Shore Savings Bank!

We are currently looking to fill a Human Resources Generalist position. The Human Resources Generalist manages the day-to-day functions of the Human Resource Department through direction from the Senior Vice President of Human Resources. The HR Generalist will provide support to the employees and management in human resources related policies, payroll, benefits, and other areas as required.

- Administer benefits including medical, dental, vision, life insurance, STD/LTD, 401(k) in accordance with policies
- Weekly payroll processing
- Maintain knowledge of HR policies and procedures as well as state and federal labor laws.
- Address employee relations matters including policy interpretation, conflict resolution
- Central point of contact for employees concerning payroll, HR policies, benefits
- Maintain Company's HR policies, procedures, files, and employee handbook
- Prepare or update employment records related to hiring, transferring, promoting or terminating.
- Time-off management
- Coordinates separation of employees including conducting exit interviews, notifying appropriate parties within the organization, and responding to external agencies.
- Assists with research on employment laws and HR policies; recommend and draft HR policies; revise existing policies.
- Supports HR processes and actively participates in efforts to streamline and improve HR activities and processes through technology.

Required Skills

- Minimum of 4 years experience in a relevant Human Resources role, including payroll administration.
- Bachelor's Degree in Human Resources Management or related discipline (equivalent career experience will be considered)

- Solid understanding of HR laws, regulations, policies, and procedures
- Excellent interpersonal, written, and verbal communication skills
- Proactive thinker who is motivated to undertake new responsibilities and manage multiple priorities.

Please respond with resume to:

Tamara Bellanti
Senior Vice President Human Resources
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