

HR Manager

Virginia National Bank, a fast growing community bank, is seeking a Human Resource Manager for its Charlottesville location.

This individual develops and manages programs and practices for recruitment, retention, training, development, evaluation, and compensation of VNB. Performs a wide variety of duties in support of Human Resources and payroll related responsibilities.

Qualifications include: BS degree or equivalent education or experience. PHR or SPHR certification preferred. 3 or more years of experience in a human resource related capacity. Experience working in a bank or financial institution a plus. Previous supervisory experience required. Knowledge of employment laws and practices. Knowledge of compensation and benefits programs. Knowledge of personnel record keeping requirements and administration. Expert knowledge of employee relations to conduct and deal with employee issues in a proactive manner. Experience with payroll processing a plus. Intermediate proficiency utilizing word processing and spreadsheet software required.

Position is full time, exempt. Excellent benefits and competitive pay. Ability to use computer, standard office equipment, strong oral and written communication skills desired. Ability to lift 25 pounds.

Please email jobs@vnb.com for an application or call (434) 817-8647.

Equal Opportunity Employer