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## Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County and have continued to expand our geographic footprints rapidly. With this fast growth, we are looking for new talents in following area:

**Human Resources Generalist** in **Corporate Admin**

**Duluth, GA – Headquarter**

### [Job Overview]

The HR Generalist assists with multiple human resources functions, including, but not limited to, Payroll, Transactions, Benefits, FMLA, Timekeeping, Filing, and other duties as assigned and required. This role will require a strong organizational, communication, data processing and basic understanding of Federal and State regulations, as well as Payroll/HR compliance with applicable laws, regulations, and company policies.

### [Requirements/Qualifications]

- Bachelor Degree Required
- Previous working knowledge of HR compliance, Payroll, and Employee Relationship preferred
- Effective Verbal and Written Communication skills
- Desire to be proactive and create a positive experience for others
- Ability to plan, prioritize and organize effectively
- Ability to work independently
- Excellent problem-solving and time management skills

Must be fluent in English or bi-lingual in Korean/English is preferred

### We offer competitive compensation and excellent benefit package

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid time off

**If you are interested in working with us, please email your resume\* to [Career@promiseone.bank](mailto:Career@promiseone.bank)**

\*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

