



## **BANK OF THE FSM IS GROWING**

**Exciting New Job Opportunities**

**Careers ♦ Future ♦ Satisfaction ♦ Independence ♦ Respect**

**The Bigger we grow the better we get**

At Bank of the FSM, there are openings for career-minded people who would like a challenge. The following new position need to be filled:

### **POSITION: HR Assistant**

**Location/Department: Corporate Office**

**JOB SUMMARY:** Assist Human Resources Manager administer effective trainings and programs relating to the management of the Bank's human resources in support of the organization's goals and objectives. Back up HRM, EA and Secretary during leave of absence. Including:

1. Collect time clock summary and verify leave forms for all employees.
2. Maintain payroll spreadsheet for use in processing bi-weekly payroll
3. Maintain leave balance tracking log and provide updated balances to BMs and dept. heads after each pay period
4. Assist with the recruitment of new employees including preparing job postings, coordinating posting with branches, collecting applications, scheduling interview, creating new employee files, collecting employment docs and managing new hire on-boarding
5. Manage employee training program and coordinate with Risk Officer, BMs and Dept. Heads as needed, Develop new training materials if needed and update general training materials as needed. Maintain and update training matrix as appropriate.
6. Maintain employee personnel files.
7. Prepare deductions for Retirement Payment and relay to Accounting
8. Prepare and update employee loan allotment listing and relay to Accounting
9. Verify employee system access
10. Process VOE request as needed
11. Process required documents for Entry/Work permit as needed
12. Comply with all BSA/AML requirements, FDIC Regulations and FSM Laws.
13. Other duties may be assigned.

**QUALIFICATIONS:** Two years College Degree in business, economics or comparable field of study from an accredited college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

**SKILLS REQUIRED:** Ability to research topics in professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of auditors and/or management.

**SALARY:** depending upon qualifications

**Interested applicants should forward completed employment application & resume to:**

**Merlihna Y. Weital, Human Resource Manager**  
**Bank of FSM, Corporate Office**  
P. O. Box 98  
Kolonia, Pohnpei, FM 96941  
Email: [mweital@bofsm.fm](mailto:mweital@bofsm.fm)

Open: 4/11/25 Close:5/11/25