



Now Hiring!

HR Operations Specialist- Full-Time

Manhattan, KS

Central National Bank is looking for a motivated and friendly professional to join its team! The Central National Bank team has been offering financial advice and services to the public since 1884, and is dedicated to ensuring the friendliest and most helpful assistance to its customers. We offer competitive pay, great benefits, as well as career advancement opportunities!

As a HR Operations specialist, you will be responsible for performing department administrative functions to include processing payroll, accounting, HR account reconciliations, recruiting/onboarding efforts, and other HR affiliated tasks and projects.

Position Standards and Qualifications:

Qualified candidates should have one to three years of similar or related experience with an associate degree and/or college degree preferred. Previous experience providing professional and accurate customer service in an office-based setting should be demonstrated. Candidates should be proficient in math/ accounting, value accuracy in work, and have an attention-to-detail. Experience and comfortability with using a wide variety of computer products including Microsoft Office products is also needed for this role.

Application Instructions:

If you are interested in learning more about this opportunity, please visit our website at www.centralnational.com/careers and search for this and other opportunities you may be interested in.

Equal Opportunity Employer/Veterans/Disabled

Full-time employees have access to a very comprehensive benefits package.

Experience the Central Tradition



Central National Bank