



Process Automation Specialist

Riverside, California

HCN Bank is dedicated to providing exceptional banking services with a focus on customer satisfaction and technological innovation. Join our team and contribute to a dynamic and supportive environment where your skills can thrive.

Position: Process Automation Specialist

Department: IT/Operations

Reports to: Digital Solution Manager

Type: Part-time

Pay Range: \$20.00/hr

Posted Date: 01/03/2025

Job Summary: As a Process Automation Specialist, you'll play a vital role in collaborating with the Digital Solutions Manager to identify, design, and implement solutions that optimize workflows, reduce manual effort, and enhance overall operational efficiency. This includes introducing new tools or leveraging existing ones to create smarter, more effective processes. You'll research, learn, and apply technologies—whether already in use or new to the organization—to solve challenges and drive innovation. If you thrive on creative problem-solving, adapting to new technologies, and delivering cutting-edge solutions, this role is a fit for you.

Key Responsibilities:

- Develop and implement automated workflows using tools within Microsoft 365 apps or external applications.
- Research, learn, and introduce new tools to the organization to solve specific process challenges.
- Collaborate with departments to identify and eliminate manual, repetitive tasks through automation.
- Assist with the execution of broader Digital Strategy initiatives and other assigned tasks.
- Maintain documentation of automation processes and provide training to end users.
- Continuously seek opportunities for operational improvements and recommend innovative solutions.



Qualifications:

- Experience with process automation tools (e.g., Microsoft Power Platform) is a plus.
- Proven ability to research, learn, and implement new tools and technologies.
- Skills:
 - Strong technical aptitude with a passion for problem-solving.
 - Ability to think creatively and introduce innovative solutions.
 - Proficiency in process mapping and workflow improvement.
 - Effective collaboration and communication skills.
 - Ability to adapt quickly to new technology and changing priorities.

Why Join HCN Bank? At HCN Bank, we know that in order to support our customers and provide for our shareholders, we first must support and provide for our employees. We encourage a collaborative work environment and empower our employees to take ownership of the Bank's success and growth.

We are committed to the growth and progress of our employees. The Bank has an education assistance program offering tuition assistance, invests in our employees' future through an Employee Stock Ownership Plan, and matches a portion of their 401K contributions. We also pay a portion of employee and dependent healthcare premiums.

At HCN Bank, we believe in a healthy work-life balance and provide generous vacation and sick time to ensure our employees can recharge and take care of themselves and their families. Over half our employees have been with us for over 5 years, with one-third exceeding 10 years of service. We treat our employees to annual events such as summer picnics, holiday parties, and recognition events to show our appreciation for their hard work. Our team members are the driving force behind the Bank's success, and our benefits program is our way of giving back.

Although we think we've built something special, we are always looking for ways to make the Bank an even better place to work. We hope you will consider being a part of our journey.

Apply Now: Submit your resume and cover letter to hrjobs@hcnbank.com.

HCN Bank is an Equal Opportunity Employer.