



Position Title:	Talent & Culture Manager
Date:	November 5 th , 2025
Department:	Human Resources
Location:	Oklahoma City
Supervises:	None
Reports To:	Director of Human Resources
FLSA Status:	Exempt
Pay Range:	

Summary of position:

The Talent & Culture Manager will oversee recruiting, onboarding, employee development, and culture initiatives for the Bank. This position plays a central role in shaping a positive, high-performing workplace culture while ensuring that hiring and training align with the Bank's mission, compliance obligations, and strategic goals. As part of a small but dynamic organization, this individual will wear multiple hats, balancing hands-on recruitment with long-term strategic planning and employee engagement.

Key job functions: *(Includes current duties, primary objectives, and responsibilities which are critical to the successful performance of the position)*

Recruitment & Talent Acquisition

- Manage the full lifecycle recruiting process for all positions, from job posting to onboarding.
- Partner with hiring managers to forecast hiring needs, develop position descriptions, and implement sourcing strategies.
- Maintain compliance with all applicable employment laws and banking regulations in hiring and interviewing processes.
- Build a talent pipeline through active networking, employee referrals, and community engagement.

Onboarding & Employee Integration

- Coordinate all aspects of the onboarding process to ensure new hires have a smooth and compliant transition into the Bank.
- Conduct orientation sessions that introduce new employees to company culture, policies, and values.
- Collaborating with IT and department leads to ensure access to necessary systems, tools, and training materials.

Culture & Employee Engagement

- Serve as a culture ambassador—develop and promote initiatives that reinforce the Bank’s mission, values, and commitment to employee satisfaction.
- Lead or support programs focused on employee recognition, professional development, and internal communication.
- Gather feedback from staff and leadership to inform workplace improvements and retention efforts.

Training & Development

- Partner with department leaders to identify skill gaps and develop or source appropriate training programs.
- Facilitate internal leadership and compliance training sessions, ensuring adherence to regulatory standards.
- Track completion of mandatory training requirements for all employees.

HR Operations & Compliance

- Assist with HR processes including documentation, recordkeeping, and policy administration.
- Support updates to the employee handbook and internal procedures as needed.
- Maintain confidentiality and compliance with all applicable employment and privacy laws.

Additional Duties:

As a small bank, flexibility and teamwork are essential. The Talent & Culture Manager may assist with other administrative, operational, or employee support functions as needed. Examples may include:

- Supporting payroll or benefits administration.
- Assisting with employee events, internal communications, or audits.

Qualifications:

- Proven experience managing multiple priorities in a fast-paced, small-team environment.
- Strong interpersonal and communication skills; ability to influence and build trust across all levels of the organization.
- Familiarity with HR systems (Workday, Greenhouse, etc.) and Microsoft Office Suite.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, or related field (or equivalent experience).
- 5+ years of experience in recruiting, onboarding, or HR operations, preferably within financial services or a regulated industry.

Physical Demands: These physical demands are generally representative of the position.

- Hearing, speech, close vision
- Sitting, including computer use
- Driving with own transportation to other branches for meetings/workshops
- On occasions, may be required to lift and/or move up to 25 pounds
- Job responsibilities may include standing, walking, lifting, kneeling, and crouching

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