



Title: Human Resources Manager

Department: Human Resources

Reporting Relationship: CEO > COO > Human Resources Manager

Supervisory Relationship: N/A

Elevator Pitch

The Human Resources Manager works with the corporate team to manage all HR duties and assists with helping the company to live out its values of being a kind, respectful, team oriented and growth mindset organization. They manage and maintain HR software, benefits, investigations, and compliance. We have properties in both Washington and Oregon which requires knowledge on compliance in both states. This person works very closely with the corporate team to promote inclusivity and a respectful work environment for all employees.

Duties & Responsibilities

- Be the expert and manage all aspects of the companies HR software
 - Job postings
 - Employee files
 - Payroll
 - Life cycle of all employees
- Own and manage payroll process on a bi-monthly basis as well as for one off needs
- Assist when needed on hiring strategy and recruiting outside of the normal hiring process
- Ensure all company policies and procedures are understood and followed
- Ensure termination and final warnings are fair, consistent, and in compliance
- Monitor and make changes as needed to comply with all national, state and local laws
- Reporting on employee retention and engagement to the appropriate teams
- Own job description files and share with teams as needed
- Complete new hire orientations and ensure all onboarding steps are being completed

- Coordinate Young Adults Cohort and internship programs
- Coordinate and ensure completion of all reviews (60 day and annual)
- Manage benefits and perks for all employees
 - 401K
 - Medical Insurance (including dental and vision)
 - EAP
 - Sabbatical
 - Employee points
 - Free stays
 - FMLA and PFML
 - Employee Assistance Fund/Loans
- As assigned assist with BCorp certification, DEI work, and other corporate initiatives
- Initial and ongoing training sessions with management to ensure the teams are trained on company policies and processes
- Manage and own all workers compensation claims and incident forms
- Manage unemployment claims and any employee verification needs
- Complete any employee investigations as needed and bring to resolution
- Manage awards and incentives programs
- Manage uniform inventory
- Complete annual census reports and any other additional compliance reporting
- Assist employees with HR software needs, benefits, or concerns that are unable to be addressed or resolved by management

Management Duties

- Work on site 40 hours per week at various properties in Oregon and Washington
- Respond to emails in a timely manner each day you work
- Clearly and appropriately escalate and communicate issues through correct channels
- Be reasonably available to staff by phone
- Deescalate issues as needed
- Arrive on the property on time and ready for your shifts
- Understand and make changes to meet budget
- Continuously pursue personal growth and the growth of your team with the support of the company
- At all times communicate in a respectful manner.

Qualifications

- 2 years of management experience
- 2 years hospitality experience preferred
- Experience with and great de-escalation skills
- Must have a welcoming and positive temperament
- Excellent active listening, negotiation and presentation skills
- Strong systems and organizational skills
- Experience having difficult conversations
- Experience in HR preferred, but not required

Average time spent in operations	N/A
Average time spent on admin duties	40 hours
FLSA (overtime eligibility)	Non-Exempt
Physically Demanding	0-5%
Customer Facing	10-15%
Weekend and evening shifts	If needed

Signature: _____ Date: _____