



Affirma Consulting, a young, fast paced, award winning tech company located in Bellevue is seeking an experienced and passionate HR Generalist to help build our growing company. What's our story you ask? We have been ranked one of the "**Top 5 Best Mid-Size Companies to Work For**" by the Seattle Business magazine. Affirma Consulting is a results-oriented organization that is driven by our strong mission and our dedicated and driven employees.

Over the last 16 years, Affirma Consulting has achieved many important milestones; however the culture we've built is one of the things we are the most proud of! Currently we are seeking an experienced and passionate **Human Resources Generalist** who will come in, roll up their sleeves and help us maintain our amazing culture while scaling best practices, employee relations and benefits as we venture into the next phase of our growth!

**Key Responsibilities of the HRG:**

- Create a positive and productive work environment for our employees
- Support new processes and policies which will help us scale our culture as we grow
- Serve as link between management and employees by handling questions, interpreting and administering HR and safety policies, and helping resolve work-related problems
- Enter new hire information, pay changes, status changes and benefits
- Provide guidance to management and employees on a broad base of HR issues such as employee performance and training
- Has knowledge and experience handling benefit questions and concerns.
- Oversees the accuracy of employee digital files
- Will be responsible for supporting audits and maintenance
- Will also offer thoughts and ideas regarding HR program changes that should be implemented
- Maintain compliance with federal, state and local employment and benefits laws and regulations

**What the Successful Candidate will have:**

- 4+ years work experience in an HR Generalist/Business Partner role, preferably in a high-growth environment and supporting Operations/Customer Service and Support functions
- Broad knowledge of law affecting Human Resources, OSHA, FMLA and HR practices
- Demonstrated experience in successfully resolving complex and sensitive employee relations issues
- Ability to manage and manipulate highly sensitive data, and perform analyses of such data to inform policies and practices
- Strong verbal and written communication skills and experience partnering with all levels of employees, managers and leaders
- Outstanding interpersonal skills; a role model for the use of the concepts and skills we teach and exceptional commitment to our Core Values
- Experience working with G-Suite Products and a variety of HR Information Systems is a plus
- Experience working with a non-exempt workforce

**Affirma Consulting has Outstanding Benefits including:**

- Competitive salary package
- Generous paid time off
- 401k plan
- Health & Dental insurance
- FREE FOOD!

If you feel you have what it takes to help grow our business and take us to the next level, please submit your resume and a cover letter explaining why you are the right person for this opportunity to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).