

HUMAN RESOURCES MANAGER

A well-established food and beverage Organization with several locations around the Seattle area has an exciting opportunity for a bi-lingual Human Resource Manager to join their team! This person will be pivotal in creating and continuing the growth and culture for the organization.

The ideal candidate has excellent communication skills. This position is full time, provides a full benefits package, and works on-site at an Eastside location.

KEY RESPONSIBILITIES OF THE HR MANAGER

- Resolve complex employee relations issues and conduct investigations
- Provide HR Policy guidance
- Performance management
- Staffing/recruiting/retention both tactical and strategic
- Respond to human resources-related inquiries
- Create and distribute internal communication regarding Organizational changes, benefits, or Organization policies
- Develop and maintain performance management processes
- Monitor, maintain, and update all employee personnel records and other necessary documents
- Partner with management on corrective actions
- Coordinate open enrollment for employee benefits program
- Identify training needs for teams and individuals
- Create and administer new employee onboarding and orientation
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.

REQUIREMENTS

- BS degree in Human Resources or related field
- Five (5) years of experience in progressively responsible human resources roles
- Must have strong interpersonal skills, and be highly organized, action oriented and collaborative
- Analytical and goal-oriented
- Demonstrable experience with HR metrics
- Proficient with ADP/Workforce Now, HRIS systems,
- Responsible for managing compliance, HR,
- HR Certificate or PHR certification preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

- Knowledge regarding laws and regulations for selling alcohol in a restaurant environment
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Ability to pass a background check

COMPENSATION:

- \$80,000 to \$85,000 per year

OUR CLIENT HAS OUTSTANDING BENEFITS INCLUDING:

- Medical/dental/vision plan
- Flexible Spending Account
- Paid Time Off
- Discounts on food and beverages

All Things HR is an external HR Consulting Company, assisting small to mid-sized business with their hiring process. To apply to the Human Resources Manager position with our client, please submit your resume to jobs@allthings-hr.com.