



**Wapato Point Management Company** is seeking a professional, and motivated Human Resources Coordinator.

This is a unique opportunity for the right candidate to not only lead the Human Resources department, but to progressively build onto existing processes and develop new ones. The HR Coordinator serves as the strategic leader for most HR needs and responsibilities. We are seeking a well-qualified person that is willing to complete HR tasks at all levels to fully grasp the company's functions and needs, with emphasis on benefits administration and retention programs. The HR Coordinator reports to the General Manager.

### **Essential Duties and Responsibilities**

- Resolves issues related to employment, compensation, grievances and other labor-related issues
- Administers various HR plans and procedures for the Company
- Develops Company HR related policies and procedures
- Prepares and maintains employee handbook, as well as policy and procedure manuals
- Administers compensation programs
- Performs benefit administration including claim resolution, change reporting and communication of benefit information to employees
- Monitors employee performance evaluation programs
- Conducts recruitment, selection and placement effort for all Company openings
- Performs new employee onboarding
- Investigates labor/compensation complaints and Union Agreement compliance
- Assists General Manager and Department Managers with performance, grievance, and policy issues
- Maintains worker compensation and unemployment claims and records
- Maintains employee personnel files
- Coordinates the Company's Safety Committee
- Maintains training records and identifies staff training needs

### **Qualifications**

- Any combination equivalent to a bachelor's degree in human resources or related field
- Three years of increasing responsibility in personnel experience involving compensation, classification, labor and employee relations and benefit administration
- PHR or SHRM-CP certification strongly preferred

Wapato Point Management Company offers a competitive salary and excellent benefits including health/dental/vision/life/disability coverage, paid vacation, personal time off and holidays and a retirement plan with employer contribution.

Please submit your cover letter including salary requirements and resume to Wapato Point Management Company, Attn: Eric Featherstone, General Manager, PO Box 426, Manson WA 98831 or [eric@wapatopoint.com](mailto:eric@wapatopoint.com).