



ELEMENTS | HOSPITALITY

Job description

Position Title: Human Resources Coordinator

Location: Lynden, WA

Reports to: Chief People Officer

Status: Full-Time

Job Summary:

The Human Resources Coordinator coordinates and administers a variety of human resource functions, primarily focusing on benefits, evaluations, administration, policies, payroll, and hiring. Responsible for providing a high level of customer service to Elements employees, managers, and leaders.

Position Duties and Responsibilities:

- Serves as the first person of contact for all employee-related functions.
- Manages, procures, and implements employee benefit programs, including medical, dental, vision, 401K, PTO, etc.
- Manage reporting and notifications, both internally and externally, necessary for compliance across all facets of human resources responsibilities.
- Oversee the HRIS system and serve as the expert on functions/capabilities, for both HR and other areas it serves within the company.
- Responsible for administering employee performance management program, including scheduling, compiling feedback, and facilitating evaluations.
- Facilitates and advises management on employee compensation.
- Responsible for recruiting. Working with department heads to vet needs, post ads, screen applicants, interview, and hire new employees.
- Works with the people team to onboard new employees. Responsible for various functions, including email systems, business cards, security systems, IT support, computer hardware/software, credit cards, employee handbook, HRIS, travel, etc.
- Responds to employees' and managers' inquiries regarding policies, procedures, programs, and best practices.
- Maintains knowledge of legal, governmental, regulatory, compliance, industry trends, unemployment benefits, employee leave, HIPAA, ERISA, and best HR practices across all geographic areas where Elements has presence.
- Administers employee leave. FMLA, PFML, PTO, Sick Time, Bereavement, military, workers' compensation, etc.
- Manage employee policies, practices, and records. Maintain HRIS, handbooks, and policy & practice changes. Review and update annually.
- Ensure Elements is compliant with Federal, State, and local laws, regulations, directives, and other compliance requirements.

- Resolves and works to mitigate employee issues. Communicate with Directors regarding the appropriate resolution of issues.
- Oversee timekeeping and payroll functions within the company.
- Manage relationships with benefit vendors, brokers, and carriers, including issue resolution, plan changes, and ongoing coordination.
- Build and maintain industry relationships, including local and national HR groups and organizations.

Position Requirements:

- High School diploma, minimum of an associate's degree in human resources, business administration, or related field. SHRM-CP certification preferred.
- 4+ years' experience working in Human Resources or related fields.
- Experience developing and implementing personnel strategies.
- Understands and reflects Elements MIGs and culture.
- Self-management and problem-solving are key to success in this position.
- Proficiency in the Microsoft Office suite and working knowledge of Procore and HRIS.
- Ability to work closely and cooperatively with others and maintain the highest level of confidentiality.
- Competency in building and effectively managing interpersonal relationships at all levels.
- Proficient and effective communicator with close attention to detail.

Benefits:

- 401(k) matching
- Dental Insurance
- Health insurance
- Paid time off
- Vision insurance
- Cell phone allowance

Location:

- Lynden, WA 98264

Competencies:

- Ethics - Upholds organizational values. We will need to be supportive of Elements, its work, its people, its vision, its goals, and its purposes.
- Engagement/Interpersonal skills – Engages with team members, has strong interpersonal skills, focuses on solving conflict, not blaming, maintains confidentiality, and is open to others' ideas.
- Organizational Support – Follows policies and procedures; completes tasks correctly and on time.
- Technical skills—Pursues development and training opportunities; strives to build knowledge and skills; shares experience and expertise with others.
- Authentic and Compassionate - Demonstrates vulnerability, with a desire to get to know and help support the Elements team and staff.

- Vision and Drive - Be motivated and have passion for helping execute the overall strategic plans of Elements.
- Teamwork - Will be collaborative, humble, willing to be a part of a team, give and take feedback, and treat others with respect.
- Professional and Ethical – Will keep commitments, has integrity, and approaches situations with a "seek to understand" point of view.