



Skills Inc. is an Aerospace Finishing and Manufacturing company. Our Ballard Facility is currently seeking a Human Resources Coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Present and represent HR policy, philosophy, and provide guidance to employees in a Manufacturing Environment
- Resolve issues with employees in regards to adherence with company policies and procedures
- Duties including screening resumes of potential new employees, conducting interviews, processing background and reference checks, offering position to final applicant
- Plan, host, and administers regularly scheduled Required Employee Orientations
- Maintain confidentiality
- Maintains and updates information in all HRIS systems
- Tracks employee leave including FMLA
- Screening resumes of potential new employees, conducting interviews, processing background and reference checks, and offering position to final applicant
- Facilitate enrolment in Medical, Dental, Life Insurance, and 401K both at time of eligibility and open enrolment
  - Assist employees in gaining access to benefits if assistance is required
  - Maintain files
- Examines employee files to answer inquires to authorized persons
- Assist in training and measurement of the results
- Updates employee files to document personnel action and provide information for payroll and other uses
- Support Vocational Department as required to facilitate incorporate of vocational clients into Skills workforce as the environment changes
- Support employee recognition program including service awards and employee events

### **Minimum Requirements**

- Bachelor's degree from a four-year college or university in a related field of study and two years related experience; or Associates degree from a two-year college or university in a related field of study with five years related experience and/or training; or equivalent combination of education and experience
- Experience preferred from a subsidiary or satellite location
- PHR preferred
- Advanced computer literacy in Windows environment including MS Office experience with office 2007 preferred
- Ability to follow written and verbal instructions in English
- Excellent interpersonal and communication skills, team oriented, and ability to deal with a wide variety of personalities and learning styles
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Excellent organizational skills
- Ability to travel with in the Puget Sound Region



**Physical Demands**

- Indoor manufacturing and finishing facility
- Occasional exposure to chemicals and fumes

Wages DOE. Excellent benefit package including medical, dental, vacation and personal time, 401K. Drug Free Workplace, EEO, ADA, Individuals with disabilities encouraged to apply. Criminal background check and drug test required. Send resume and salary requirements to [sarah@skillsinc.com](mailto:sarah@skillsinc.com)