

Human Resources (HR) Generalist – Part Time

Description

Hennebery Eddy Architects seeks a part-time HR Generalist to work directly with management, supporting them by executing a wide variety of human resources tasks in a timely and professional manner. This part-time position will be Monday through Friday, approximately 25 hours per week. To be successful in this role, you should be well-organized, detail-oriented, and have great communication skills.

Responsibilities:

- Updates and maintains the employee handbook, policies, procedures, and protocols.
- Assists in the development and implementation of personnel policies and procedures.
- Monitors and coordinates the performance evaluation program.
- Performs benefits administration.
- Serves as the benefits inquiry point of contact for employees.
- Participates in the recruitment effort for all exempt and nonexempt personnel, students, and temporary employees.
- Places job postings on relevant job boards.
- Serves as the firm's liaison with recruitment agencies.
- Performs resume reviews, phone screenings, and schedules in-person interviews.
- Conducts new employee orientations.
- Conducts departing employee exit interviews.
- Serves as the first point of contact for employee relations counseling.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains company organization charts and various employee directories.
- Maintains human resources records, personnel files, and compiles reports.
- Drafts position descriptions.
- Maintains the firm's Oregon Pay Equity Law data and analysis.
- Conducts compensation range benchmarking.
- Maintains compliance with federal, state, and local employment and benefits laws and regulations.
- Files EEO-1 report annually and maintains other records, reports, and logs to conform to EEO regulations.
- Prepares various regulatory reporting as required.
- Participates in the analysis and preparation of JUST™ label submissions.
- Maintains an awareness of how the firm's practices and policies align with our JUST™ label.

Qualifications

- 2 – 5 years relevant experience in a similar role.
- Bachelor's degree preferred.
- PHR certification preferred.
- Self-starter with diligent follow through.
- Customer service mindset.

- Attention to accuracy and detail. Responsible for the overall quality of work produced.
- Able to work both independently and as part of a team.
- Strong work ethic and ability to multi-task.
- Superior organizational skills.
- Must be articulate and well-spoken.
- Excellent written communication skills, including spelling and grammar.
- Proficiency in Microsoft Outlook, Word, and Excel required.
- Discretion and ability to maintain strict confidentiality.

About Hennebery Eddy

Hennebery Eddy Architects is driven by the values of the Pacific Northwest: simplicity, efficiency, and beauty. During our 27-year history, we have made a significant impact on our region's built environment. The firm's projects fall in four primary market sectors: academic, civic + cultural, commercial, and aviation + transit. Our work includes comprehensive architectural services, interior design, planning, sustainable design, and historic preservation characterized by well-crafted, thoughtfully detailed designs that respect their sites and strengthen their context.

We aspire to design net-positive solutions through healthy, efficient, and adaptive spaces that are responsive to our clients, the environment, and the people who use them. The result is a net-positive outcome for the greater community. As a JUST™ Organization, we are passionate about making a positive contribution to our greater environment and the human situation through designing places where people gather, work, live, and recreate. Our design approach is grounded in our core values, and uses a collaborative process with principals, associates and interns working together in an open studio.

This approach has resulted in more than 50 design awards, including national, regional, and local recognition. In the past year, we worked on the designs of our largest, most sustainable projects to date, by our most diverse staff to date; these accomplishments are reflected in our debut at No. 31 on the Architect 50, being named one of the 100 Best Green Workplaces in Oregon by Oregon Business, and receiving the AIA Northwest and Pacific Region 2018 Firm Award. Please visit www.henneberyeddy.com for additional firm information.

To Apply

For consideration please send cover letter and resume to humanresources@henneberyeddy.com

Hennebery Eddy Architects, Inc., is an equal opportunity employer.