



**HR GENERALIST
FEDERAL WAY**

Salary range DOE: \$36.00 to \$40.00/hr

ESM Consulting Engineers LLC (ESM) is a locally owned company with offices in Federal Way and Lynnwood that has been in business since 1982. We provide civil engineering, surveying, land use planning, landscape architecture and GIS services to our public and private clients throughout the Pacific Northwest.

We are currently seeking a full-time HR Generalist in the Federal Way office. The HR Generalist will be responsible for completing a variety of tasks to support the daily operations of the HR Department, including talent acquisition, employee relations, performance management, and Alternative Dispute Resolution (ADR).

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. *Other duties may be assigned.*

- Responsible for the tactical issues related to human resources and payroll.
- Manage the first day paperwork for new hires including benefits and legal compliance.
- Oversees the onboarding process for all employees
- Act as back up for processing bi-weekly payroll for the employees and monthly for the owners.
- Works to ensure that ESM's HRIS is up to date.
- Organizes health insurance renewals on an annual basis.
- Is active in the local SHRM chapter.
- HR certification is highly encouraged but not required: in any event, this position is expected to keep themselves up to date on the latest in various legal requirements on the employment front.
- Spend time each year prior to the open enrollment in evaluating the market for what benefits other firms offer to ensure ESM can remain a competitive workplace.
- Works with owners on career development for their teams.
- Be the focal point of ESM's efforts in recruiting new talent by assisting owners and managers in attracting and retaining key employees.
- Conducts exit interviews for employees leaving the firm.
- Involved with the firm's safety committee.
- Offers other administrative support as necessary including receptionist phone coverage.

EDUCATION and/or EXPERIENCE:

Associate degree (A.A.) or equivalent from a two-year college. HR Certification is highly encouraged with 5-7 years' experience in the A/E/C industry. Strong detail orientation and the ability to multi-task are required.

Candidates who are invited to participate in an interview will be notified by phone or email.

E-mail resume and cover letter to: careers@esmcivil.com