



## HR MANAGER FEDERAL WAY

**PART TIME: \$52,000 - \$56,000 (based on a 24-hour work week)**

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 part-time HR Manager (24 hours per week) to work out of our office in Federal Way. The HR Manager 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, Alternative Dispute Resolution (ADR) and other areas related to HR management.

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

- Manage the first day paperwork for new hires including benefits and legal compliance.
- Oversees the onboarding process for all employees.
- Works to ensure that ESM's HRIS is up to date.
- Organizes health insurance renewals on an annual basis.
- Management of the firm's 401K plan.
- 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.
- Tracks and works with owners and employees on continuing education and career development.
- 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.
- Work closely with the ownership team and provide regular updates regarding emerging or potential employee issues as well as other developments related to human capital.

### **EDUCATION and/or EXPERIENCE:**

Associate degree (A.A.) or equivalent from two-year college. HR Certification is highly encouraged of all applicants. Applicants must have 5-7 years of experience in a similar HR role within the A/E/C industry. Strong detail orientation with the ability to multi-task are required as well as excellent written and verbal communication skills.

### **BENEFITS:**

- Excellent benefits package
- Competitive Salary (DOE)
- Great opportunities for growth
- Fun office atmosphere
- Clear goals and responsibilities

Candidates who are invited to participate in an interview will be notified by phone or email.  
Email resume and cover letter to: [careers@esmcivil.com](mailto:careers@esmcivil.com)