

Open Position

Human Resources Generalist

Capitol Hill Housing is a public development authority (a municipal corporation) chartered by the City of Seattle to meet the need for affordable housing and preserve neighborhood character in Seattle. Capitol Hill Housing believes it is an appropriate obligation of our society to provide all individuals with access to quality, affordable, safe housing. Originally focused solely on Capitol Hill, we now have 42 affordable apartment buildings on Capitol Hill and other Seattle neighborhoods.

We currently have an opening for an experienced Human Resources Generalist.

Duties to include:

- Writes ads and posts open positions
- Screens resumes
- Interviews applicants, schedules interviews for others
- Tracks candidates through the hiring process
- Checks references and obtains background checks
- Drafts offer letters
- Orients new employees and sets up new employee files
- Coordinates benefits enrollment and termination with payroll staff
- Schedules and/or conducts exit interviews
- Primary contact for benefits providers
- Coordinates open enrollment
- Coordinates annual employee reviews
- Reviews employee complaints and ensures accurate, timely documentation of issues; facilitates actions to resolve them; escalates issues to management team as appropriate
- Participates in the conduct of investigations of employee complaints or grievances
- Compiles reports from Human Resources information system
- Member of Safety Committee and Happiness Committee
- Assists with staff events and meetings
- Assists with the development of Human Resources policies
- Maintains current job descriptions
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Human Resources or Business Administration
- Two to five years experience in a directly related position
- Strong organizational, time management, and problem solving abilities
- Ability to diagnose problems and identify and implement appropriate solutions
- Excellent communication, presentation and interpersonal skills with all levels of staffing
- Experience with HR information systems
- Intermediate skill with Microsoft Word and Excel.

- Knowledge of FLSA, ADA, FMLA, COBRA, OSHA, EEOC, Title VII, workers compensation and other HR related regulations

Desired Qualifications:

- PHR certification.
- Experience in nonprofit or local government sector
- Experience in social services and/or affordable housing

This position reports to the Chief Financial Officer. Candidates selected for this position must pass a criminal history background and a credit background check prior to employment with Capitol Hill Housing.

Compensation: \$46,000 annually doe. This is a regular full-time exempt position with full company paid medical and dental, sick leave, vacation and holidays.

To apply, please submit your resume and cover letter to:

resume@CHHIP.org or

Human Resources
Capitol Hill Housing
1406 10th Avenue, Suite 101
Seattle, WA 98122

NO CALLS, PLEASE
EOE
Open Until Filled