



HUMAN RESOURCES MANAGER – CHARTER CONSTRUCTION

Our client, **Charter Construction**, founded in 1983 has grown to 190 Charter team members with corporate headquarters in Seattle's Georgetown neighborhood. They have proven expertise in four key areas: commercial construction, high-end residential construction, emergency response and restoration, and construction defect repair/renovation.

"Heroic" is used to describe Charter employees. Every person is critical in providing above-and-beyond service to clients, demonstrating a commitment to craftsmanship, collaborating with partners, and unfailing dedication. This is their code and they are united by these principals.

Charter Construction is looking for a **Human Resources Manager** to bring their HR knowledge to this high performance culture. As the HR Manager (reporting to the CFO), you will lead all things HR with administrative support in Seattle and Portland. We are looking for a solid generalist background delivering HR in a remote employee environment, someone who loves to build, is strategic and tactical, has a strong business acumen, and exemplifies our client's values.

PRIMARY FOCUS

Strategy: You will align human resources with strategic business goals and Charter's values to assure superior organizational performance. You are able to build programs and efficient processes. Act as strategic advisor in human resources matters. Builds relationships at all levels.

Performance Management: Develop and maintain effective performance management system tied to company value of rewarding high performers. Train managers on delivering feedback to employees. Develop and manage compensation programs and job descriptions. Manage succession planning and employee development.

Operations: Manage benefits from open enrollment, day-to-day administration, ongoing communication with employees and troubleshooting. Work closely with CFO on plan design and cost containment. Keep employee handbook current. Manage systems for employee records and generate reports needed.

Talent Acquisition: Participate in staff planning. Support manager's recruiting efforts with interview process, candidate experience, selection and offer. Administer pre-employment processes including reference checks and drug testing. On-board new employees.

Employee Relations: Coach managers and counsel employees on employee relations issues. Maintain knowledge of regulations, laws and trends. Assures policies and procedures are in compliance (non-union.)

REQUIREMENTS

7+ years progressive human resource generalist experience with a broad range of experience in all HR disciplines including benefits, performance management, employee relations, HR program design and HR leadership. | BA degree required and ongoing professional development. | Must be able to build strong relationships and collaborate effectively with all levels of employees. | Experience working with remote employees and multi-state preferred. Strong organizational skills and detail orientation essential. | Knowledge of federal, state and local employment laws and regulations. | Strong skills and proficiency with Microsoft Office. | Self-motivated and able to work independently. | Excellent verbal and written communication skills. | Exemplifies Charter Construction Values.

APPLY:

Please contact Chris Englin, Big Wave Recruiting, chris@bigwave.com