



HR ADMINISTRATOR

Washington Gold Casinos has an immediate opening for an experienced HR Administrator in their Corporate Office in Renton. Washington Gold is the owner/operator of 10 table games, card room casinos in the Seattle & Tri-Cities area. This position provides administrative support to the HR Director for all personnel matters. Promotes and provides positive customer service, confidentiality and professionalism at all times. Responsible for the input of all employee changes in the HRIS system with a high degree of accuracy, coordinates with payroll and maintains employee files.

MAJOR DUTIES AND RESPONSIBILITIES:

- Accurately input all employee changes into the HRIS system, working with payroll to coordinate timing of changes within the payroll cycle.
- Responsible for all HR paperwork, verifying accuracy and compliance with our procedures.
- Verifies I-9 documentation through E-Verify and maintains current audit schedule of I-9 files.
- Direct accounting managers on the HR/payroll process and procedures, timelines and employee paperwork guidelines and requirements based on policies and employment regulations.
- Responsible for handling unemployment claims and verifications of employment.
- Working knowledge of benefits administration, assisting in open enrollments, billing statement reconciliation, COBRA administration.
- Establish and maintain good working relationships through effective communication and excellent customer service to promote positive customer relations with employees, other agencies, the corporate office and vendors.
- Assist department in implementing and carrying out various HR programs and procedures for all company employees.

EDUCATION, EXPERIENCE AND TRAINING:

- Associate's degree in Human Resources and/or Benefits related field, or 3 to 5 years' equivalent experience in a hands-on HR/Benefits department.
- Must have extensive knowledge working with HRIS Systems, Ultipro HRIS system and Cognos reports preferred.
- Individual must be highly organized and able to coordinate large volumes of paperwork.
- Strong computer skills and literacy with Microsoft Word and Excel required.
- Excellent oral, written, and interpersonal communication skills.

Qualified candidates should send cover letter and resume with salary requirements to: hr@wagoldcasinos.com . We are an EOE employer and offer a competitive salary and benefits package.