



## Resourceful HR is seeking a Temporary HR Manager/Sr. Generalist

Resourceful HR is a human resource outsourcing, consulting and staffing solution, providing strategic support to serve our clients' specific HR needs. We support our clients and their HR departments when and where needed. Resourceful HR is currently seeking a temporary HR Manager or Senior Generalist for one of our client companies!

This position will provide tactical and strategic HR support for approximately **250 non-union** employees in a fast growing, family-owned **manufacturing** organization located in the **southend**. This position would be the sole HR representative for the company working closely with the CFO on HR strategy while also implementing and maintaining all day to day HR activities. The expected assignment duration is 1-2 months but could convert to regular hire if mutually acceptable. This is a great opportunity for the HR professional who enjoys playing both a strategic and tactical role in HR. The CFO is really looking for someone who wants to own HR, implement processes that are aligned to their growth and be a strategic partner with company management.

If you are interested in being considered, please submit your resume to [jolsen@resourcefulhr.com](mailto:jolsen@resourcefulhr.com)

Resourceful HR is proud to be an Equal Opportunity Employer.



**Title:** Human Resources Manager  
**Reports to:** Board Members  
**Location:** Seattle, WA

Lee Smart began in 1913 as an insurance defense firm, and we continue today to concentrate our practice on the defense of civil litigation. The firm engages in general civil and trial practice in state and federal courts throughout Washington and in administrative proceedings. Lee Smart prides itself on the depth of experience that its attorneys have, in and out of the courtroom, in all types of litigation.

Are you interested in working with a team of dedicated and talented professionals? **Lee Smart is seeking an experienced HR Manager to join our team in Seattle, WA.** This regular, full-time position requires a business oriented team leader who thrives in a dynamic environment. The successful candidate will possess wide-ranging HR knowledge and skills and will have the capacity to grow within their role.

### **Position Summary**

The HR Manager will play a critical role in overseeing all HR policies, insurance and benefit programs, and facilities management. The individual in this position will be responsible for managing all staff positions, will supervise the IT Director and Office Services, and will work side-by-side with the Director of Finance to oversee firm operations. This position requires a high level of integrity and the ability to assess and anticipate HR-related needs within the firm.

### **Primary Responsibilities**

- Plan, implement and administer Human Resources policies, programs and procedures for all employees.
- Effectively manage employee benefits to provide comprehensive and cost effective programs for employees and their dependents, including group insurance plans, HSA, 401k, transit passes, zip cars, and other benefits as may be added.
- Maintain programs that support employee engagement company-wide, including onboarding, training programs, and effective HR communication.
- Ensure compliance with all federal, state and local employment laws, regulations, and documentation requirements.
- Serve as the primary point of contact for dispute resolution and coach leadership and employees on effective HR practices to resolve performance and interpersonal issues.
- Partner with the Director of Finance to ensure total compensation and bonus programs are competitive and provide the highest value for motivating and rewarding high caliber talent.
- Conduct regular (monthly) staff meetings, annual performance evaluations, and interviews for staff openings. Being present at all Board meetings is recommended.
- Provide payroll back-up as necessary.

### **Qualifications and Required Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field; or equivalent experience. PHR or SPHR certification is a bonus.
- 5+ years of manager-level experience in a professional services environment is preferred.
- Knowledge of current and pending State and Federal employment laws and HR best practices, including FMLA administration.
- A hands-on professional that is able to manage complex situations with tact and diplomacy. Strong listener with the ability to diffuse conflict and provide solutions.
- Capability of managing day to day HR needs while fulfilling managerial and leadership responsibilities.
- Exceptional ability to forge strong, trusting, and collaborative relationships throughout the firm.
- Highly developed and professional written and verbal communication and interpersonal skills.
- Proficient knowledge of MS Office (Word, Excel, Outlook, and PowerPoint) and familiarity with Paychex and ProLaw are a plus.

Lee Smart offers a competitive salary and benefits package and is an equal opportunity employer. To be considered for this opportunity please submit your resume to: [Stephaniebt@resourcefulhr.com](mailto:Stephaniebt@resourcefulhr.com)

For more information, please visit our website at: <http://www.leesmart.com/>