Logo

Description automatically generated

Frontier Door and Cabinet is the leading manufacturer of the Pacific Northwest for Doors, Millwork, Cabinets, and Hardware. Our 100,000 square foot facility is based out of Tacoma, WA. What do we offer? Fully customizable spec, driven by project and architect/interior design teams.

Frontier Door and Cabinet is experiencing tremendous growth with over 500 employees, with high market potential. We are seeking a Human Resources Generalist who has a background in benefits administration and employee relations to join our team. As this is a manufacturing environment, fully remote work is not available.

**Starting Wage from $60,000 - $65,000 per year**

***What you will be doing:***

* Administering all benefit programs, including health, life insurance and long-term disability. Conduct new hire benefit orientations and open enrollment meetings.
* Primary administrator for the company 401(k) plan. Inform employees of enrollment eligibility and manage compliance.
* Leave Administration for both FMLA and PFML.
* Employee Relations for manufacturing staff.

***Qualification Requirements:***

* Minimum 3 years’ experience working in an HR Generalist or Benefits specialist role.
* Degree in Human Resources or related field or PHR / SPHR credentials is a plus.
* Proficient in Microsoft Office, especially Excel, Word, PowerPoint and HRIS / Payroll systems. Prefer experience with ADP.
* Communication, interpersonal skills, and the ability to influence are essential.
* Strong attention to detail and organizational skills.

***Why you'll love working at Frontier Door and Cabinet:***

* Comprehensive benefits package to include Medical, Dental, Vision, 401(k)
* PTO
* Fun, challenging, fast-paced working environment
* Competitive salary
* Growth opportunities
* Dynamic company culture

Frontier Door and Cabinet, Inc. is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.