



## **HUMAN RESOURCES GENERALIST**

KPFF Consulting Engineers has a full-time **Human Resources Generalist** position available in our Washington Division office located in downtown Seattle, which is comprised of over 300 civil and structural engineers and support teams within a company of over 1,100 employees nationwide.

Our culture is collaborative within an entrepreneurial, flat organizational environment. KPFF is committed to opportunities that deliver excellence, empower creativity, support relationships and nurture growth. As the **Human Resources Generalist** you will be responsible for the divisional functions of the Human Resources department including hiring/onboarding/offboarding, record-keeping, leave processing, visa coordination, and legal compliance.

### ***PRIMARY RESPONSIBILITIES***

- Support Principals and Team Managers in all staffing matters from job postings, offer letters, onboarding and offboarding.
- Coordinate employee's leaves and schedule changes.
- Maintain accurate HR records.
- Utilize Paycom HRIS for enrollment/benefits/new hires/leaves/changes.
- Coordinate employees' visa status, applications, and renewals utilizing immigration legal counsel.
- Act as resource for all benefit questions.
- Ensure legal compliance and best practices through research, planning, policy drafting, training, implementation, record-keeping and reporting.
- Handle confidential employment-related issues with staff and managers in a discrete manner utilizing outside labor law counsel if necessary.
- Coordinate training with consultants at the direction of the Reporting Center Managers.

### ***REQUIREMENTS***

#### ***KNOWLEDGE AND SKILLS***

- Clear and effective written and verbal communications skills.
- Demonstrated ability to be consistently proactive and self-motivated, reliable, adaptable, conscientious, courteous, mature and trustworthy.
- Ability to effectively and professionally communicate, present and interface with staff and managers at all levels.
- Effective planning and organizational abilities, with high attention to detail.
- Ability to prioritize workload, analyze and produce consistent quality results.
- Thorough knowledge of State and Federal employment-related laws and regulations.
- Proficient with Microsoft Office Suite, HRIS systems and applicant tracking software.

#### ***EDUCATIONAL AND WORK EXPERIENCE***

- Bachelor's degree in Human Resources, Business Administration, or related field required
- Three years of human resources experience required
- Prior experience with Paycom HRIS software a plus
- Prior experience in engineering or architectural firm desired
- SHRM certification a plus

## **BENEFITS**

Benefits include medical, dental (option) insurance; FSA, HRA and HSA reimbursement plans; employee assistance program, life insurance, short and long-term disability insurance, Washington Paid Family Medical Leave, paid holidays, vacation and sick time, a subsidized ORCA bus/rail pass and paid jury duty. We also provide an excellent 401K retirement savings plan with employer contributions. Additionally, KPFF provides a bonus program for its employees based upon the profitability of their division and contributions of the employee to its success.

**TO APPLY:** <https://www.kpff.com/careers/?jobid=1049>

*KPFF is an Equal Employment Opportunity/Affirmative Action Employer.*