

Job Description

Title: HR Consultant

Reports To: Director, HR Products and Services

FLSA Status: Exempt

Location: Portland, OR

Employment Status: Full-time (will consider part-time candidates)



About HRAnswerLink

We started with a simple idea: every organization, no matter how small, deserves great HR. At our core, we believe in helping our clients create great places to work.

Because of that, we take pride in doing the same within our own company -- a collaborative, creative, and innovative firm headquartered in downtown Portland. Recently recognized as one of the 100 Best Companies to Work for in Oregon, we embrace creativity and fresh ideas and encourage each employee to make a positive impact on the company and our clients every day.

We pride ourselves in work-life balance and caring for our employees. We offer a competitive and unique benefits package for our employees including personalized paid time off program, medical/dental/vision employer-sponsored insurance, 401(k) plan with employer match, paid sabbaticals, paid volunteer hours, tuition reimbursement, a commuter benefit and many more perks.

Job Summary

The HR Consultant works with our internal team of HR experts to support our clients with their day-to-day HR questions, document needs, and employee handbooks. In addition, this person will be paired as a dedicated HR Professional for select clients, reviewing client audits performed by third parties, interpreting the results, analyzing for state and federal violations and risk, developing recommended best practices, and guiding the client through an HR action plan. This particular position requires a keen sense of prioritization combined with a well-rounded understanding of the HR field. The individual who fills this role needs to be comfortable working in a fast-paced, constantly changing setting and flexible in switching from one HR-centered topic to another.

Essential Duties and Responsibilities

- Create and build a productive, trusting relationship with clients
- Providing counsel and guidance to clients across the nation for their HR practices
- Responsible for responding to clients' HR questions and document requests (by phone and/or in writing)
- Connect HR best practices and efficiencies to healthier workplaces and company growth
- Ability to take client calls to our hotline at a moment's notice
- Develop and advise on employee handbooks for clients in all 50 states
- Work with our HR Content team to develop new tools and features for our clients to use through our website
- Collaborate with colleagues to constantly improve team workflow
- Other tasks as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Ability to organize and efficiently manage multiple priorities with a keen sense of urgency
- Excellent follow-through
- High level of discretion and ability to follow confidentiality protocols
- Strong customer service orientation
- Excellent interpersonal and communication skills, both written and verbal
- Composition and word processing skills

Qualifications

- 4+ years experience working in a Human Resources role with generalist responsibilities
- 4+ years experience working with employment laws and wage and hour regulations
- PHR or other HR Certification required (scheduled exam is acceptable)
- Demonstrated experience working with various mandatory leave requirements
- Demonstrated experience in developing and reviewing personnel policies
- Demonstrated experience in composing written explanations of employment law and employee relations issues
- Ability to see the “big picture”, but work with the details
- Strong Internet navigation and research skills
- Strong customer service skills; ability to explain complex HR issues to non-HR people in an easy to understand way (via email/ticketing system and phone)
- Intermediate or greater MS Office skills

Preferred Qualifications

- Strong background in compensation, benefits, and health care reform
- Bi-lingual fluency in Spanish
- Knowledge of immigration laws

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The noise level in the work environment is usually moderate and is an open floorplan.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

To Apply

Please visit <http://hranswerlink.com/apply-now/> to apply for this position. We will begin reviewing applications on Thursday, June 8. You will get confirmation of your application at that time.