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## Job Posting Announcement

### Human Resource Coordinator

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#### About Evergreen Consulting Group

Evergreen Consulting Group is a virtual full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients. Our consultants are in strategic locations around the United States.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance in a virtual office environment from your home. This winning combination has resulted in repeated selection among the top companies on Oregon Business Magazine's list of 100 Best Companies to Work for in Oregon.

#### Our Shared Values at Evergreen

- **Meet Needs:** We exist to serve-identify needs and achieve meaningful results for our clients.
- **Adaptive:** We seek to be collaborative, inquisitive, and impactful .
- **Relationships Matter:** We create genuine, caring, and trusted relationships.
- **Excellence:** Our actions are based upon honesty, integrity, responsibility, and knowledge.
- **Community:** The environment we work within is open, balanced, and fun.

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#### Job Summary:

The Human Resource Coordinator will support the Director of Operations with the daily Human Resource functions within the organization.

#### *Duties/Responsibilities:*

- Provide administrative support to the Director of Operations in the administration of benefits, payroll, on-boarding and leave tracking.
- Assist with the design and development of a new HRIS system.
- Perform customer service functions by responding to team member requests and questions in a timely manner.
- General administration of leave processes across multiple states.
- Respond to unemployment benefit request and employment verifications.
- Assist with EEO-1, OSHA, and other government reporting.
- Provide support for recruitment, on-boarding, and off-boarding processes.
- Serve as back up trainer to New Employee Orientation
- Conduct audits of various payroll, benefits, or other HR programs as requested.
- Responsible for the administration of updating manuals such as employee handbook, cybersecurity manuals, policies, procedures, and other documents.
- Assist Director with various research projects and/or special projects.
- Maintain organizational charts, job descriptions, and expectation documents.
- Serve as a support and back up to payroll.
- Responsible for tracking incidents and accidents.
- Actively participate in the company Safety Committee.
- Perform other related duties as required and assigned.

***Required Skills/Abilities:***

- Demonstrated knowledge of the human resources field
- Understanding of state and federal employment regulations
- Awareness of OSHA regulations and compliance
- Knowledge and experience using social media to post jobs, and research candidates
- Prior experience with applicant tracking systems, talent management software, and learning management systems to assist in streamlining hiring, onboarding, training, and retention processes.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.

***Education and Experience:***

- Bachelor's degree in human resources, business administration, or a related field
- Minimum of 4+ years of relevant experience working in a human resource capacity.
- SHRM-CP or HRCI PHR certification **preferred**.
- Experience with HRMS/HRIS systems
- Proficiency with Microsoft Office (Microsoft Excel, Microsoft Outlook)
- Bilingual English/Spanish a plus

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate the organization's facilities.

***Other Requirements:***

- Drug Test – must pass pre-employment drug screen.
- Pre-employment background check
- Location: Portland Metro Area

***Benefits:***

Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short- & long-term disability and life insurance, paid-time off, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a “virtual” company and includes other non-tangible benefits for top performing employees.

***Evergreen Consulting Group provides equal employment and affirmative action opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.***

Candidates must apply online <https://evergreen.hua.hrsmart.com/hr/ats/JobSearch/viewAll> to receive consideration.