

Northwest Abatement Services, Inc.

Job Opportunity – HR Coordinator / Recruiter



Northwest Abatement Services, Inc.

Pay-scale: Depends on Experience

**Benefits Offered: Healthcare, Dental, Vision,
Life Insurance, 401K, Vacation, Holiday**

Job Duties

Respond to internal and external HR related inquiries or requests and provide assistance
Redirect HR related calls or distribute correspondence to the appropriate person of the team
Support the recruitment/hiring process by being the face of the HR department
Assist supervisors in performance management procedures
Schedule meetings, interviews, HR events etc. and maintain the team's agenda
Coordinate training sessions and seminars
Perform orientations, on-boarding, and update records with new hires
Produce and submit reports on general HR activity
Support other functions as assigned

Requirements

Proven experience as an HR coordinator or relevant human resources/administrative position
Experience recruiting and on-boarding a MUST
Knowledge of human resources processes and best practices
Knowledge of construction, OSHA and L&I a plus
Strong ability in using Microsoft Office (Excel & Power Point, in particular)
In-depth understanding of sourcing tools, like resume databases and online communities
Familiarity with social media recruiting
Professionally dressed with a good representation of company brand
Outstanding communication and interpersonal skills, team player but self starter
Ability to handle data confidentially
Good organizational and time management skills
Education/certification in Human Resource Management preferred

To apply please contact Human Resources at (253) 588-0440 or info@nwabatement.com

DRUG AND ALCOHOL-FREE WORK ENVIRONMENT

Candidates must pass a drug screen, a background check, and have a clean driving record to qualify.