

# SEATAC BAR GROUP, LLC.

## POSITION DESCRIPTION

**JOB TITLE: Admin / Human Resources**

**Job Duties/Responsibilities:**

- Recruit and interview potential applicants on experience, skills, and education
  - Contacts applicants' references and performs background checks required by company
  - Organizes and manages new employee orientation, on-boarding, and training programs
  - Explains and provides information on employee benefits
  - Covers all legal compliance for human resource federal and state requirements
  - Maintains employee records and paperwork
  - Answers employee questions and addresses employee concerns with company
  - Review Payroll, Update Vacation Spreadsheets, Track Employee Tardies/ Absences.
- Human Resources Job Requirements and Qualifications

**Qualifications:**

- HR applicants require a bachelor's degree in human resources, business, or a related field, (working towards your degree) or experience in human resources
- Possesses superb written and spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills.
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record keeping
- Organized and efficient in daily tasks
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.

**Job Type:** Full-time

**Compensation:** hourly