Dawson

PEOPLE RESOURCES COORDINATOR

Our $200 million company, **Dawson Construction LLC**, has an immediate opening for a **People Resources Coordinator**. This position is based in Bellingham, WA, which has been recognized as a top ten community in the nation. As people are our greatest asset, we are committed to being a great place to work and providing a culture of personal growth and development. We are actively looking for the right individual to round out our People Resources team who is interested in building their career with Dawson.

Position Summary

The People Resources Coordinator is responsible for the following areas including but not limited to the daily workflow and accurate data entry for all employee data, benefits and leave administration, employee relations, compliance, reporting, training, best practices, and enforcing company policies and practices.

Duties/Responsibilities

- **Compliance/Data Management/Processes Administration**: **Compliance:** Collaborates with the People Resources Manager on the development, implementation, and support of Dawson's HR technology roadmap. **Data Management & Compliance:** Maintains all employee data accurately in the HRIS, knowledge of trends, best practices, regulatory changes, and new technologies in People Resources, benefit and leave administration; employment law; makes recommended changes as needed. Responsible to adhere to all Dawson policies/processes and federal, state, and local employment laws to ensure Dawson is compliant, fair, and consistent. and reporting to include but not be limited to best practices, policies, affirmative action plans, and the employee handbook. **HRIS:** Collaborates with the People Resources Manager on the development, implementation, and support of Dawson's HR technology roadmap. Is responsible for maintaining accurate and timely data to ensure the HRIS is always up to date and operational. Looks for ways to automate existing manual tasks and tracking to include respective quality check mechanisms are in place and followed.
- **Processes & Documentation:** Insures all people related formal processes are followed and adhered to, which includes but is not limited to talent acquisition and talent management. Policy: responsible for providing proactive feedback on the employee handbooks, documents, and maintaining standard operating procedures (Best Practices) for the people organization, tailoring them to meet business specific needs and changes. Coordinates, and maintains best practices (how to do the job) for the People team. May provide employee and leadership support to include but not be limited to people initiatives and situations (i.e., coaching, counseling, career development, disciplinary actions, performance management). Assists the People Resources Manager on program vision/goals, and to initiate overall employee engagement as needed.
- **Talent Acquisition and Benefit & Leave Administration**: Assists with talent acquisition as well as the benefit and leave process. Talent acquisition may include recruitment, interviewing, and hiring of qualified job applicants for all levels of positions, from field craft workers and leadership to managerial, exempt, and professional roles. Recruits, interviews, hires, and trains new staff in the department. Benefits and leave administration includes all aspects of benefits, compensation, and leaves, as well as assisting with the third party administrator and vendors, recommending changes to benefits offered, presenting and organizing benefit related events such as open enrollment and monthly learning, enrollments, terminations, tracking eligibility, reconciliation, invoice approval, and audits.

Education and/or Experience

Required

- High school diploma or GED, and some college course work.
- 1 year of experience in human resources, including recruiting, benefits, onboarding, employee relations, or general human resources duties.

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Preferred

- Bachelor's degree in People/Human Resources, Organizational Development, Organizational Leadership, Business Administration, or related field required.
- 3+ years of progressive People/Human Resources / People/Human Resources Operations roles.
- Experience with federal and state compliance requirements and reporting.
- Demonstrable ability to execute and deliver on short and long-term projects.
- Business insight and high EQ to successfully collaborate with executives and business partners at all levels.
- Demonstrated high-level organizational skills and attention to detail with the ability to be prioritize tasks and to delegate them when appropriate in a fast-paced organization.
- Proficiency with HRIS and talent management systems.
- Proficient with Microsoft Office Suite or related software.

Skills, Knowledge, and Abilities

Language: Demonstrated ability to read, interpret, and communicate documents with varying degrees of complexity such as rules, instructions, procedure manuals, plans, and specifications. Must be able to write effective routine reports and correspondence. Able to speak effectively to both large groups or individually with customers and employees. Must be fluent in English. Fluency in Spanish preferred.

Interpersonal: Excellent interpersonal, negotiation, and conflict resolution skills. Excellent team building and leadership skills. Ability to act with integrity, professionalism, and confidentiality.

Mathematical Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Strong analytical and problem-solving skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Compensation and Benefits

- Compensation - $21 - $25 per hour
- Annual Bonus; depends upon individual and company performance.
- Comprehensive benefits including Medical, Dental, Vision, PTO, 401k plan, Paid Holidays, and additional voluntary benefits.

We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.

Apply at www.dawson.com/careers or Contact careers@dawson.com if you have questions.

EEO Employer/Disabled/Vets and Drug Free Workplace