

HR Representative

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The **HR Representative** works under general supervision to provide human resource support to managers and supervisors in a variety of HR functions. Using good judgment and independent decision making, the **HR Representative** acts as the internal communications coordinator and supports the HR Department on a broad range of day-to-day and short-term and long-term human resource matters, including those of significant complexity as it relates to the long-term business continuity plan.

Shift: Day shift

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operationalize HR programs and services such as reward and recognition and employee engagement activities
2. Support and coordinate with subject matter experts to the creation of a wide variety of materials in communications, employee training materials, presentations, web content, newsletters, etc. as it relates to the established communication strategy and ensures alignment with Epson company culture and values
3. Assist with the content of integrated custom tooling and support the planning, evaluation, and implementation of new communications channels and systems
4. Support and back-up a variety of HR functions as it relates to talent acquisition and benefits administration
5. Support management and employees on human resource matters to ensure consistent application of EPI policies and procedures
6. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, visiting other manufacturing facilities, and participating in professional societies
7. Ensure confidentiality, discretion, and professionalism

Education and Experience

1. High school diploma, GED, or equivalent education and experience is required
2. Bachelor's degree in Public Relations, Journalism, or Human Resources is preferred
3. Knowledge of state and federal employment related laws
4. Proficient PC skills are required including experience with Microsoft Office Suite, SharePoint, and other communication programs
5. Strong communication skills, both verbal and written, to communicate with all levels of personnel in a diverse workforce; ability to work cross-departmentally and with outside vendors
6. Manage multiple projects and tasks concurrently, ability to prioritize workload to consistently meet deadlines
7. Manufacturing industry experience a plus

At Epson Portland Inc., your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We are steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you have been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including:

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k) retirement plan with company matching
- Educational reimbursement, employee discounts and much more

To be considered for this position, please send resume by email to jobs@epi.epson.com and reference Requisition #8818 in the subject line of your message.

Pre-employment drug screening is required.
Epson Portland Inc. is an Equal Opportunity Employer.