

Human Resources Representative

Apply Now!

The **Human Resources (HR) Representative** works under limited supervision to provide human resource guidance, support, and training to managers and supervisors in a variety of HR functions. This role is responsible for the day-to-day recruiting and staffing operations for all departments, which includes acting as the company liaison for the contingent workforce. In addition, this role supports the HR department on a variety of projects. Using good judgment and independent decision making, the **HR Representative** will enforce EPI policies and procedures to ensure compliance with state and federal employment laws.

Shift: Monday – Friday, 8:00 am – 5:00 pm

Essential Functions

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

- Develop strategic recruitment initiatives to ensure effective sourcing, attraction, screening, selection, hiring and retention of high quality exempt and non-exempt talent
- Perform the hiring duties, including posting job openings, reviewing applications, conducting interviews, providing new hire paperwork, and administering new hire orientation to new employees
- Communicate with outside employment agencies regarding staffing needs and requirements
- Act as a liaison for contingent workforce
- Provide guidance on workforce planning and succession development
- Provide support and back-up in a variety of other HR functions including ISO compliance, back-up for Benefits, Compensation, Performance Management, Event Planning, and Communications
- Develop and present HR related training programs
- Provide guidance, support, and counsel to management and employees on human resources matters to ensure consistent application of EPI policies and procedures
- Ensures confidentiality, discretion, and professionalism

Education and Experience

- High school diploma, GED, or equivalent education and experience is required; Bachelor's degree in Human Resources is preferred
- Minimum two years of experience in human resources
- PHR/SPHR or SHRM-CP/SHRM-SCP credential preferred
- Strong knowledge of state and federal employment related laws
- Proficient PC skills are required including experience with Microsoft Office Suite and HRIS, experience with Paycom preferred
- 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
- Manage multiple projects and tasks concurrently, ability to prioritize workload to consistently meet deadlines
- 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're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've 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. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, 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
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

To be considered for this position, please send a cover letter with salary requirements and a resume in Word or PDF format. Reference Requisition #8796 in the subject line.

Pre-employment drug screening is required.

Epson Portland Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability and protected veteran status, as well as any other characteristic protected by federal, state or local law.