

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: HR Coordinator

PAY RANGE: \$30.72 - \$46.08

DEPARTMENT: Human Resources (HR)

JOB DESCRIPTION:

Under the direction of the Human Resources Manager, the Human Resources Coordinator performs a variety of professional and confidential human resources functions in support of Village operations. This position serves as the primary point of contact for employee leave administration, recruitment coordination, onboarding, training, and employee support services. The Human Resources Coordinator works closely with employees, supervisors, and external vendors to ensure effective delivery of HR programs while maintaining compliance with applicable policies, procedures, and employment regulations. The position focuses on employee services and HR program administration, while partnering with the HR Data Specialist on HRIS, records management, and data-related functions.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self-Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/EmploymentOpportunities>. For more information or questions, please visit <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at (360)-716-5017.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: HR Manager

EMPLOYEE SUPERVISES: none

EDUCATION:

- High School Diploma or equivalent (GED accepted)
- Associate degree or 4 years of relevant Human Resources experience may be considered

SKILLS:

- Proficiency in HR software (e.g., Tyler, Munis, or similar systems)
- Demonstrated ability to manage and protect confidential and sensitive information with discretion and integrity.
- Working knowledge of HR functions, processes and compliance
- Skilled in Microsoft Excel and Word, including spreadsheet management, data analysis and professional document formatting
- Strong attention to detail and commitment to accuracy in all aspects of work

- Demonstrated ability to deliver excellent internal and external customer service supporting employees and managers with HR related inquiries and concerns

EXPERIENCE:

- Minimum of two (2) years of Human resources experience gained within an organization employing at least 50 employees.
- THRP Human Resources Certification or obtain within 6 months of employment. SHRM or other related HR professional certification may be accepted

OTHER REQUIREMENTS:

- Valid, unrestricted WA State Driver's License
- Travel locally and regionally consistent with the scope and responsibility of position
- Work evenings, weekends and/or holidays as needed or requested.
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Office and outdoor environments. Sitting, standing or walking for extended periods of time.
- Ability to establish and maintain effective working relationships with other departments, staff, and outside businesses.
- Dexterity for the operation of computers, office machines and routine paperwork.
- Strength to lift objects weighing up to 25 lbs. occasionally
- Mobility to bend, lean over, and/or climb stairs on an everyday basis

SPECIFIC JOB PERFORMED:

- Coordinate all recruitment activities from posting through onboarding.
- Schedule interviews and serve as primary candidate contact.
- Coordinate interview panels and hiring logistics.
- Conduct reference checks.
- Prepare offer packets and hiring paperwork.
- Attend job fairs and recruitment events.
- Assist departments with recruitment strategies.
- Coordinate QMLA, military leave, bereavement leave, and other protected leave programs.
- Monitor leave balances and required documentation.
- Communicate with supervisors regarding leave procedures.
- Ensure compliance with applicable regulations.
- Assist with the administration of workplace health and safety programs.
- Serve as first point of contact for employee questions.
- Assist with employee investigations and documentation.

- Coordinate employee recognition programs.
- Support conflict resolution efforts.
- Assist with policy interpretation.
- Coordinate employee orientation.
- Track mandatory training completion.
- Coordinate leadership development programs.
- Maintain training records.
- Schedule trainers and training events.
- Coordinate wellness initiatives.
- Coordinate anniversary and recognition programs.
- Assist with employee appreciation events.
- Support culture-building initiatives.
- Assist with employee surveys and engagement efforts.
- Perform other duties as assigned to support the Human Resources department and fulfill the responsibilities of the position

TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours on weekends, at special events, or on call. Upon completing the applicable probationary period, an employee may be eligible for a pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.