

Human Resources Coordinator

This full-time position reports to the Director of Employee Resources and will be responsible for coordinating and/or performing administrative activities for the Employee Resources team.

WHAT YOU WOULD DO:

Duties include confidential clerical functions pertaining to employment activities, benefits, employee relations, compensation, training and development, schedules, plans, legal documents and contracts, data entry, maintenance and securing department information on computer systems and processing of monthly invoices.

- Perform administrative tasks and services to support effective and efficient employee operations.
- Provide recruiting support including: scheduling, testing, tracking, interview preparation, references and background checks, preparing recruiting packets, and coordinating orientation.
- Screen incoming calls and e-mail correspondence.
- Oversee record keeping for the Employee Resources team as well as preparing materials for archive.
- Compose and/or prepare routine and confidential correspondence, reports, forms, and other documents.
- Maintain and support HRIS and personnel files.
- Provide support in scheduling employee training and assist in preparing training materials.
- Coordinate HR, Benefits, and Training and Development needs, ensuring timely and accurate communications.

QUALIFICATIONS:

Prior Human Resources or office experience is preferred, and an Associate's or Bachelor's degree in a related field is beneficial. Candidates should possess excellent verbal and written communication skills, as well as strong interpersonal abilities, including the capacity to handle sensitive and confidential matters with tact, professionalism, and diplomacy. Strong ability to manage tasks and priorities with a high level of organization. Demonstrated advanced proficiency in Microsoft Office Suite or related software. Able to quickly learn and navigate payroll management systems, HRIS platforms, and other similar applications.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Regular full-time employees will receive eight hours of sick leave per month, paid vacation based on years of service, and twelve paid holidays throughout the calendar year.

SALARY

Salary ranges are market based and established annually. With full competency in the role and satisfactory performance, the target salary is midpoint within the established range.

2025 Human Resources Coordinator:

Min: \$61,954

Mid: \$73,041

Max: \$84,128

HOW TO APPLY:

Please send your resume with a cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.