

Part-Time Payroll/HR Coordinator

Who We Are

Green Hammer is a mission-driven, triple bottom line business, leading sustainable design-build firm in Portland, OR, utilizing a Unified Design-Build Process and a high-performance inclusive culture, to develop cutting-edge, healthy, and resilient residential, commercial, and multi-family projects.

Green Hammer with its team of architects and builders has designed and built dozens of eco-friendly residences that have received Passive House, LEED Platinum, Earth Advantage Platinum, Zero Energy, or Living Building Challenge™ (LBC) certifications. Recently Green Hammer led the design-build and rigorous LBC certification process for the tasting room at Cowhorn Vineyard & Garden. Completed in 2016, it's the world's first winery to receive full LBC Certification.

After becoming certified in April 2017, Green Hammer proudly joined a global community of Certified B Corporations that have one unifying goal – to redefine success in business. Every day, we try to find ways to improve our business operations so that we can become an even bigger force for change in our community and the world.

Green Hammer's success is strongly rooted in an exceptional team of experts and a forward-thinking company culture, focused on collaboration, team and individual success and results, that matter.

What We're Looking for:

We are seeking an experienced Payroll/HR Coordinator to join our professional team. Reporting to the Director of Finance, the Payroll/HR Coordinator will be responsible for processing semi-monthly payroll for 30+ employees and handle all aspects of HR functions and benefit administration.

The Coordinator will support new team member onboarding and exiting, timekeeping and payroll processing, benefits administration, and will ensure compliance with relevant federal, state, and local laws and Green Hammer policies. The Coordinator will also assist the accounting department as needed. This is a part-time position based in our Portland, Oregon office. Work will be performed remotely until the office can be safely reopened.

The ideal candidate will have at least three years of previous Payroll/HR experience, preferable in the construction industry, be detailed oriented with analytical thinking, have excellent computer skills, and proficient in Excel. Cost accounting or general accounting knowledge will be helpful.

Who You Are

You have worked in the design or construction focused world and are excited to join one of the most forward-thinking design-build companies on the West Coast.

You are enticed by Green Hammer's mission to inspire change and reset industry standards by creating resilient buildings that promote human health and protect our planet. You share Green Hammer's values and you have a strong desire to bring them to life in every interaction and in the decision-making process with team members, clients, and project colleagues. You are highly organized and efficient, with previous experience in HR and Payroll

You thrive in an organizational environment that promotes self-motivation and self-management with a high degree of accountability. In fact, you prefer it over hierarchical structures and find it serves you best in moving your initiatives forward to further the projects and their impact.

You are meticulous when it comes to the details and thrive in the space of creative problem-solving. You have strong written and verbal communication skills and can share information in a clear and compassionate manner to a wide variety of audiences. You are comfortable juggling multiple projects and tight deadlines. Your can-do attitude is your superpower and you are able to ensure compliance with relevant federal, state and local HR laws. You are able to interact with individuals from diverse backgrounds with both sensitivity and professionalism. Your equity lens is always applied, and you are courageous in seeking out solutions that are inclusive and well balanced.

Areas of Responsibility

Below are the main Areas of Responsibility under the purview of the Payroll/HR Coordinator. The Payroll/HR Coordinator and the Director of Finance will set short and long-term priorities together.

- Maintain payroll database for all employees
- Process semi-monthly payroll
- Process all final paychecks and exit interviews as needed
- Manage and process monthly benefit billings for all employee benefits and workers comp
- Manage employee performance evaluations
- Manage company 360 reviews
- Complete investigation report for all workers comp claims
- Coach/Council employee's on safety requirements
- Schedule and complete new hire onboarding
- Maintaining employee/office contact lists
- Employee correspondence
- Coordinate and participate in annual benefits meeting as needed
- Assist accounting team with special projects

Requirements

- Minimum 3-5 years of Human Resource experience
- Knowledge of Oregon employment laws and practices
- Experience in benefit administration and compensation programs
- Proficient computer skills in all Microsoft office systems
- Excellent interpersonal skills
- Strong organizational skills
- Advanced working knowledge of Excel, including formulas

How to Apply

Applications will be accepted until our ideal candidate is identified. To be considered, please submit your résumé, cover letter, and salary to hire@greenhammer.com.

This position is a Coordinator role with a starting compensation range between \$23 - \$26 per hour, based on experience.

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Green Hammer is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Green Hammer is an equal opportunity employer and does not discriminate in its employment decisions. Green Hammer provides reasonable accommodations to applicants and employees as required by law.

Applicants with disabilities may request reasonable accommodation at any point in the employment process.

