



<https://eternalhotelsllc.com/careers/human-resources-assistant-eternal-hotels-wa/>

Human Resources Assistant – Eternal Hotels™

Description

Eternal Hotels™ is a national hospitality company primarily engaged in the management and ownership of upscale, midscale and economy full service and select service hotels & restaurants.

Our portfolio is growing and the brand family includes franchised properties from Red Lion Hotels, Best Western Hotels, Intercontinental Hotels Group, Choice Hotels, and select unbranded properties.

Summary/Objective

Eternal Hotels™ is growing our Hotel Operations team and are looking for a Human Resources Assistant to join our team! Your focus will be in supporting a Human Resources Manager and the Eternal Hotels corporate team. Your base office will be in Pasco, WA.

Responsibilities

We are seeking a Human Resources Assistant to join our team!

- You will be responsible for providing administrative support to the HR department.
- Maintain personnel records, in compliance with HR regulations.
- Communicate all relevant information to employees and job applicants.
- Assist with administering compensation and benefit plans.
- Review and update HR information system records.
- General knowledge of labor and employment laws.
- Excellent written and verbal communication skills.
- Enforce company policies, rules, and regulations.
- Troubleshoot challenges as they arise.
- Communicate with corporate staff to support staffing and payroll needs.
- Communicate with operational departments to determine their human resources needs.
- Post job ads and assist in talent acquisition and recruitment processes.
- Schedule interviews.
- Assist conducting employee on-boarding and plan training programs.
- Assist with corporate initiatives and special projects.
- Other duties as assigned.

Qualifications

- 2+ years of Human Resources and/or Payroll experience (required).
- Must be able to communicate effectively verbally and in writing.
- Excellent interpersonal and leadership skills to guide and motivate teams.
- Proficient in Microsoft Office and ability to become proficient in Human Resources and Payroll systems.

Education

Hiring organization

Eternal Hotels LLC

Employment Type

Full-time

Duration of employment

Year Round

Industry

Hospitality

Job Location

2525 N 20th Ave, 99301, Pasco, WA, USA

Working Hours

Monday – Friday 8am-5pm

Date posted

December 3, 2024

Valid through

27.12.2024

- High school diploma/GED required.
- Associates degree in Human Resources, Business Administration, or related field or combination of higher education and experience required.
- Bachelors degree or combination of higher education and experience preferred.
- SHRM-CP preferred.

Job Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off (Vacation & Sick)

Base Salary

\$ 24 - \$ 26

Contacts

Additional Information

All your information will be kept confidential according to EEO guidelines.

An Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources.