



**Position Title:** HR Business Partner

**Position Location:** Wilsonville, Oregon (travel required 10% annually)

**Position Description:** This highly skilled person will create value for the company by partnering with all locations to build relationships with internal and external partners to build a positive culture and recruiting/retention plan. This individual will also assist all locations with Affirmative Action to include diversity and inclusion initiatives. The individual will service as an HR representative to all locations providing knowledge and support to HR and Management.

**Position Responsibilities:**

- Responsible for full cycle recruiting for salaried positions for all Collins locations. Assist with hourly positions as needed.
- Responsible for onboarding of all new hires to include new hire paperwork and benefit orientation.
- Responsible for all facets of Affirmative Action Plan to include classification, applicant tracking, diversity initiatives, maintaining and coordinating with locations annually as well as annual filing.
- Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Coordinate with all Collins locations to maintain accurate job descriptions for entire company.
- Assist with safety initiatives and worker's compensations claims as necessary. Responsible for modified duty job descriptions.
- Implement and train employees on HRIS system.
- Administer, process and maintain employee benefit plans.
- Responsible for reporting work eligibility to various locations from background/drug testing results.
- Attend job fairs and diversity initiatives as needed for each location.
- Other duties as assigned.

**Position Requirements:**

- Degree in Human Resources, Business, related field or equivalent experience.
- Working knowledge of multiple human resource disciplines including compensation practices, diversity, performance management, federal and state respective employment laws.
- 5+ years of progressive experience in Human Resources.
- Prior experience with full cycle recruiting in a multi-location environment.
- Previous experience with a complex HRIS system. Prior experience implementing new systems preferred.
- Strong conflict management skills.
- Strong interpersonal and negotiation skills. Excellent verbal and written communication skills.
- Excellent analytical, reasoning and problem-solving skills.
- Highest possible ethical and professional standards.

**Salary & Benefits:** DOE, Salaried Exempt. Generous benefit package.

**Resume Closing Date:** Open Until Filled, Closing date 10/18/2020

**Send Resume to:** Resumes should be sent to [rcunnington@collinsco.com](mailto:rcunnington@collinsco.com)

This bulletin is intended as a communication device.

This bulletin reflects a generalization of information and may not reflect all aspects of this position.

**Collins is an Equal Opportunity Employer.**

**This facility is alcohol and tobacco free. Pre-employment drug screen and background check required.**

All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact Human Resources at 503.826.5230 or [CollinsHR@collinsco.com](mailto:CollinsHR@collinsco.com).