

# THE BENSON

PORTLAND

A COAST HOTEL™ ©

The historic Benson Hotel has an opportunity for a **Human Resources/Payroll Manager**. The hotel is obsessive about guest satisfaction so this critical position is focused on developing an engaged, service-oriented staff.

## **Who we are:**

Our hotel, founded in 1913, features European design with a host of modern amenities. We have a dedicated, long-term staff passionate about this hotel. Our 180 employees work hard and are known for our focus on guest satisfaction.

## **Who we're looking for:**

We are looking for a seasoned Human Resources and payroll expert. As a professional you recognize the critical value of building relationships and creating a work environment that values and grows our employees. You are friendly, approachable and enthusiastic. You approach problems with a positive, results-oriented focus. You are familiar with wage and hour and employment law to ensure the hotel remains compliant with regulations.

## **What you'll get to do:**

As a member of our executive committee, you'll administer all human resources programs as well as process payroll. You will partner with other managers to ensure HR initiatives are aligned with the hotel's strategic objectives. You will serve as the main point of contact with the labor union. Additionally, you will consult with business unit leaders on a broad array of subjects concerning the hotel and you will connect with resources across the organization to help drive results.

## **Job duties:**

- Assist managers with hiring and onboarding staff including pre-employment drug screening and background checks.
- Conduct new hire Orientation trainings
- Process payroll semi-monthly ensuring compliance with union contracts and wage and hour law using an ADP payroll system.
- Run daily payroll reports for each department
- Respond to employee inquiries regarding company policies, benefits, and programs.
- Coach management regarding hiring decisions, employee issues, compensation, benefits, and health/safety issues.
- Represent organization in legal and union proceedings, unemployment hearings and workers' compensation hearings, as needed.
- Identify training opportunities and work with management to develop and deliver on-the-job training.
- Chairperson for Safety committee meetings
- Work with respond to union grievances

- Handle all workman's compensation claims
- Manage all FMLA/OFLA leaves
- Instrumental in maintenance and development of standard operating procedures and policies.

**Requirements:**

- 5+ years Human Resources and payroll experience, clearly demonstrating the full complement of HR Generalist responsibilities.
- ADP experience preferred, but not required
- MS office experience required
- Ability to prioritize, organize and manage multiple projects/demands simultaneously.
- Strong critical thinking skills.
- High level of commitment to confidentiality and ethical decision making.
- Exceptional interpersonal, written, and verbal communication skills.
- Commitment to service excellence.
- Union experience preferred.

This is a full-time exempt level position. Compensation will be commensurate with experience.

For consideration, all submittals must include: a cover letter, current resume, salary expectations, as well as a minimum of three professional references.

A Pre-employment drug screen and background check are required.

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please submit your resume and references to:

Human Resources

Coast USA

Email: [tmorsberger@bensonhotel.com](mailto:tmorsberger@bensonhotel.com).

***Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.***

***Join us and be part of an exciting place to work!***