
Human Resources Generalist

Experience: Mid-level (Bachelor's degree in HR or related field, plus 3 years of experience)

Location: Based in Eureka, CA

Why Human Resources at SHN?

- We take pride in our progressive HR practices and employment culture
- Our work positively affects project developments in and around communities where we live
- Work with dedicated staff based in friendly offices in small communities such as Arcata, Eureka, Redding, Willits, Coos Bay and Klamath Falls.
- Enjoy the life style benefits of living in a beautiful coastal environment

What kind of work will I be doing?

The SHN Human Resources (HR) department handles employee relations, training and development, benefits, compensation, organizational development, and employment. The HR Generalist manages day-to-day HR operations as well as the administration of the human resources policies, procedures, and programs. The nature of the work requires that the candidate demonstrate initiative, organization, responsibility, customer service skills, and the ability to be flexible and adaptive to a fast-paced, fluid business environment. The candidate must be able to communicate effectively and decisively with all levels of SHN and be able to solve practical problems as well as exercise sound judgement with regards to sensitive and confidential information.

What are SHN's minimum qualifications?

- Bachelor's degree from accredited university or college preferably in a Human Resources or related field
- 3 years administrative experience
- Exceptional organization, collaboration, and communication skills.
- Decision-making skills that balance organizational objectives with employee needs
- Demonstrated knowledge of HR best practices and CA employment law
- Authorization to work in the U.S. without sponsorship
- Valid California Driver's license by hire date

Are there preferred qualifications?

- HR Certification
- Member of professional HR Associations
- HR generalist experience with increased responsibilities

What else should I know about working at SHN?

SHN is an Equal Opportunity Employer. We are inclusive and do not discriminate on the basis of race, religion, color, sex, gender identity, gender expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

We are all unique individuals with varying interests and needs, so the best next step is for you to contact us. Please submit a cover letter that addresses your qualifications and experience, attach your resume, and send them to [Brenda Sigler, at bsigler@shn-engr.com](mailto:bsigler@shn-engr.com). All inquiries will remain confidential.

