

Senior Human Resources Generalist
Tumwater, Washington/Hybrid
Full-Time

Port Blakely is looking for a Senior Human Resources Generalist to join our People Team based in Tumwater, Washington. This role provides broad HR support for our US and New Zealand teams across the employee experience, including recruiting and onboarding, talent development, total rewards, employee relations, HR operations, and compliance. The Senior HR Generalist partners with employees and the People Team to help foster an inclusive, high-performing culture and an exceptional employee experience.

As part of our People Team, you will report to the Sr. Director of People & Total Rewards and collaborate closely with the People Experience Specialist, payroll teams, leaders, employees, and external partners. The position is primarily based in Tumwater, Washington, with some day travel to our nearby forests, Seattle, and Oregon. Port Blakely offers a flexible hybrid work approach with a combination of some days in office, and some days worked remotely each week.

About Us

Port Blakely grows and markets renewable forest products around the globe. Guided by our purpose: to cultivate a healthy world, we take great care in advancing the ideals and best practices of good corporate and environmental stewardship. We are devoted to our employees, customers, and the communities where we live and work, and are determined to do our part to help them prosper and thrive. Through our work, we hope to inspire the next generation, so they will inspire the one after that. For five generations, the future-first vision of our family owners has kept our sights squarely on the horizon, making sure the decisions we make today have a lasting, positive impact on tomorrow.

Port Blakely manages forestlands in the Pacific Northwest of the United States and New Zealand.

What you'll do:

- Model and encourage safe work practices and participate as an active member of the Safety Committee.
- Support full-cycle recruiting, including partnering with managers on staffing needs, role requirements, interviews, candidate selection, and onboarding.
- Partner with the People Team and employees to support learning and development, training needs, performance development, job description design, and role clarity.
- Help coordinate HR programs, priorities, policies, vendor relationships, budget tracking, communications, and process improvements aligned with company goals.
- Support compensation administration, including salary structures, pay practices, market research, salary surveys, salary increases, and incentive programs.
- Execute day-to-day benefits and leave administration for employees in the U.S. and New Zealand, working with brokers, consultants, providers, payroll teams, and employees.
- Provide practical guidance to managers and employees on workplace situations, performance concerns, and policies.
- Support employee experience, culture, inclusion, engagement, and employee surveys.
- Execute effective HRIS administration, employee data accuracy, payroll-related updates, HR reporting, internal and external HR content, and improved use of HR systems and tools.
- Help maintain compliance with applicable U.S. and New Zealand employment laws, reporting requirements, recordkeeping, audits, workers' compensation, unemployment claims, and OSHA-related data.
- Engage in company learning and development opportunities and invest in your own continued professional growth.

We'd love to hear from people with:

- A bachelor's degree and 4+ years of human resources experience, or an equivalent combination of education and experience.
- Demonstrated experience across recruiting, employee relations, HR compliance, HRIS and payroll systems, vendor coordination, compensation, and benefits administration.
- PHR, SHRM-CP, or specialized training in human resources, compensation, or benefits is preferred, but not required.
- Strong written and verbal communication skills, sound judgment, and the ability to build trusted relationships with employees, managers, leaders, and external partners.
- Strong proficiency with Microsoft Office, especially Outlook, Excel, Teams, and PowerPoint, and the ability to learn and effectively use HR systems and software such as ADP, Payfactors, Culture Amp, DocuSign, and Adobe.
- Strong project coordination and project management skills, with the ability to organize data, analyze information, manage priorities, and complete work within time and budget expectations.
- The ability to handle sensitive information with professionalism and confidentiality and to provide thoughtful, employee-focused support in complex or ambiguous situations.
- A flexible, collaborative, and highly organized approach, with strong attention to detail, quality, and follow-through.
- Experience in a small or mid-sized, employee-owned, or family-owned organization is preferred. Multi-state or multi-national HR exposure is helpful.
- A desire to be part of a small, nimble team and support our company values of Stewardship², Respect, and Humor & Fun.

Perks & Benefits:

- 100% employer-paid medical and vision premiums for employees and child dependents
- 100% employer-paid dental premiums for employees
- HSA with employer contribution
- Dependent Care FSA
- Annual employee bonus plan
- 401(k) matching and profit-sharing
- Flexible hybrid work arrangements
- Paid medical and parental leave
- Generous paid time off: 4 weeks' vacation, 2 weeks sick pay, 12 paid holidays, and 2 floating holidays
- Employer-paid long-term disability, life, and AD&D insurance coverage
- Tuition assistance
- Support for volunteer work and charitable employee matching

Compensation:

- Salary Range: Min \$87,000 | Mid \$105,000 | Max \$125,000
- Other compensation may include bonuses, profit-sharing, employer 401(k) match, or other forms of compensation offered to the hired applicant in addition to the established salary range.

HOW TO APPLY

Applicants should send a resume and cover letter to hayden.crook@skylinetalentgroup.com.



OPEN POSITION

Equal Opportunity Employer

It is the policy of Port Blakely and all subsidiaries of Port Blakely to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, Port Blakely will provide reasonable accommodations for qualified individuals with disabilities.