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[www.saltchuk.com](http://www.saltchuk.com)

## **CAREER OPPORTUNITY**

**JOB TITLE:** Manager, Human Resources  
**LOCATION:** Seattle  
**REPORTS TO:** SVP, Human Resources  
**POSTED:** October 26, 2015

## **POSITION SUMMARY**

The Manager, Human Resources will provide strategic and hands on broad based HR generalist support to the corporate home office. Will be an integral part of developing, implementing, and managing HR systems, strategies, and programs, including leading cross company HR projects and initiatives in support of the mission of Saltchuk.

## **SALTCHUK OVERVIEW**

Saltchuk is a family-owned, diversified transportation and distribution company headquartered in Seattle. With consolidated revenue of nearly \$3 billion and approximately 7,500 employees, Saltchuk is ranked among the largest privately held businesses in Washington. Saltchuk companies provide air cargo, domestic shipping and logistics, international shipping and logistics, marine services, petroleum distribution and trucking services throughout North America. We believe in—and champion—the inherent value of our companies’ individual brands. The Corporate office provides leadership and resources to our companies, but not direct management of their operations. We do, however, provide integrated leadership in finance, risk management, human resources and internal audit. A primary function of the Corporate Home is to deploy capital and manage debt. Although the company has grown considerably since its’ founding in 1982, the Corporate Home employs about 50 people and has retained the collegial and entrepreneurial culture of a much smaller organization. Saltchuk is a values-driven organization, committed to safety and taking care of its employees, communities and the environment.

## **JOB RESPONSIBILITIES**

- Plays a key role in the creation and implementation of employee development programs including a high potential program, mentoring, training programs, etc.
- Manages various compensation programs including annual salary increases and bonus programs, salary surveys, supports compensation committee meetings, and ensures effective employee communication regarding the value of total compensation.
- Leads benefits open enrollment process for the Saltchuk office, key contact with benefits broker on day to day benefits matters, serves as the benefits liaison with business units, leads home office wellness program.
- Supports home office in employee relations matters, providing advice and counsel. Leads employee engagement survey process for corporate home office. Creates and oversees reward and recognition programs.
- Oversees performance review process for corporate home office, partnering with managers as needed on performance improvement plans.
- Stays abreast of HR legislation and ensures compliance, oversees HR policies and employee handbook at the corporate home office.



- Assists hiring managers with filling open positions at the corporate home office, oversees companywide job postings process, maintains accurate company-wide leadership org charts, and supports cross company employee mobility. Develops and manages effective onboarding process for corporate home office.
- Working closely with the Marketing and Communications Director, manages the HR collaboration SharePoint site, HR content of the home office intranet, and ensures effective employee communications at the home office and to the operating companies.
- As a member of the HR leadership team, manages meetings and retreats, works closely with HR leaders within the business units and plays a key role in collaboration efforts.
- Works closely with the SVP, HR on a variety of cross company collaboration HR initiatives.
- Member of the Saltchuk Women's Leadership Initiative, managing various activities in support of the initiative.
- Assists in HR data analysis including generation of regular HR reports and analytics.
- Serves as the backup to the Payroll Manager, maintains HRIS database for corporate home office.
- Others duties as assigned in support of HR and Saltchuk strategies.
- Travels to visit subsidiary companies, and attend meetings & conferences as needed.

#### **QUALIFICATIONS**

- The ideal candidate will have a minimum of 7 years of solid HR generalist experience
- Bachelor's degree required, with an emphasis in Business, HR, Organizational Psychology, or related area preferred
- HR certification - PHR, SPHR, SHRM-CP, or SHRM-SCP
- Strong knowledge of employment laws and HR best practices
- Excellent written and verbal communication skills
- Able to think strategically as well as be very hands on
- Collaborative and team oriented approach is essential
- Comfortable working as an individual contributor, as well as working collaboratively with other HR leaders
- Previous experience in fast paced, high growth environments managing multiple projects and priorities
- Strong project and process management skills with a demonstrated track record of delivering results
- Solid analytical skills with an attention to detail
- Strong business acumen, consulting, and problem solving skills

**Qualified applicants should respond by sending their resume and cover letter to:**

Colleen Rosas, SVP, Human Resources, Saltchuk

[Careers@saltchuk.com](mailto:Careers@saltchuk.com) | 1111 Fairview Ave North | Seattle, WA 98109

*Saltchuk is a family of diversified transportation and distribution companies with a vision to serve our customers by being the best in North America. We value safety, reliability, and commitment to our organization -- in a work environment where anyone would be proud for their children to work. Please see [www.saltchuk.com](http://www.saltchuk.com)*

*Equal Opportunity Employer*