HYBRID Senior Human Resources Manager

Moses Lake, WA · Hybrid · Full-time · **$140k–160k**

HYBRID Senior Human Resources Manager
Location: Moses Lake, WA – 3 days onsite; 2 remote
Salary: $140,000 - $160,000 + Performance Bonus + ESOP
Benefits: Medical, Dental, Vision, Life, 401(k) + match, Holidays, PTO, ESOP
Job Type: Full-Time
Typical Hours: M-F, 40 hours. (Flexible)
Start Date: ASAP
Sponsorship is not available

HYBRID Senior Human Resources Manager Description

Our client, a well-established manufacturing company, is seeking an experienced **Senior Human Resources Manager** to lead all HR functions at its Moses Lake, WA facility. Reporting directly to the CEO, you'll serve as a strategic business partner while overseeing the full employee lifecycle, including recruiting, onboarding, employee relations, compliance, training, and HR operations. This role supports a workforce of approximately 120 employees, with seasonal hiring fluctuations requiring temporary staffing. The ideal candidate has experience supporting a mid-sized manufacturing organization, thrives in a hands-on environment, and is well-versed in multi-state HR compliance. If you're looking for an opportunity to make a meaningful impact while working for an employee-owned company that values work-life balance, we'd love to hear from you.

HYBRID Senior Human Resources Manager Responsibilities

- Manage and update HR systems and employee records
- Provide HR guidance and support in multiple states
- Ensure compliance with federal, state, and local employment law
- Conduct new hire orientations and training
- Ensure the submittal of required tax and insurance paperwork
- Coordinate employee compliance training
- Advise leadership on HR policies and practices to maintain team-oriented culture
- Plan and budget accordingly for HR functions and company-wide events
- Serve as backup for payroll processing and benefits administration
- Manage recruitment, onboarding, and talent development

HYBRID Senior Human Resources Manager Qualifications

- 5+ years of progressive human resources experience required
- Experience supporting a mid-sized organization (50+ employees) required
- Strong knowledge of federal, state, and multi-state employment laws required
- Experience with HRIS systems and Microsoft Office required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zdpd/?apply=true

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