

## HR GENERALIST

We are Coleman Agriculture, a sixth-generation family farm cultivating over 7,500 acres of hops, hazelnuts, seed crops, and vegetables on our farms near St. Paul, Oregon. If you have a passion for creating a supportive, inclusive work environment, then you may be interested in a position on our HR Team. We are looking for an experienced HR professional to fill the role of our HR Generalist. This position has advancement opportunities within the department. The HR Generalist is a full-time, exempt position starting at \$66,000 per year that works on-site at our office located in Gervais.

In this position, you will lead HR practices and objectives that support an employee-oriented culture and the recruitment and ongoing development of a superior workforce. To support our diverse workforce, you will need to speak both Spanish and English.

At our company, this position provides functional support for recruiting, onboarding, training, employee relations, and compliance. The responsibilities also include coordinating and implementing policies and programs throughout the organization. Our management team will also look to you for advice and support about human resources issues that facilitate a positive relationship between employees and management.

We require 3-5 years of progressive human resources experience and a bachelor's degree in human resources, business, or related field for the HR Generalist position. SHRM-CP or HRCI-PHR certification is preferred.

Other requirements include:

- Excellent communication, interpersonal, business, and leadership skills
- Strong computer and technology skills including use of Microsoft Office Suite; UKG HRIS experience is helpful
- Ability to set goals, work with teams, collaborate, and achieve results
- Must have high initiative, integrity, and strong work ethic
- Ability to maintain the highest level of confidentiality and discreetly handle sensitive and confidential information
- Approachable and supportive; able to contribute ideas and recommendations
- Working knowledge of human resource laws, regulations, and administration
- Valid driver's license for business travel to our work locations

Our benefits program is designed to support you and includes:

- Medical/Vision/Dental/Prescription Drug Plans
- Company-paid Life/ADD/STD/LTD
- Vacation, Holidays, and Sick Leave
- Flexible Benefits Plans – HSA, FSA & Dependent Care
- 401(k) with match

At Coleman Agriculture, we are proud to lead agriculture through innovative thinking and modern practices while enriching partnerships and maintaining family farm values. We continue to grow our vision through education and modern sustainable agriculture. If you are interested in this opportunity, we would love to hear from you. Please send your resume to [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com). Cascade Employers Association is assisting us with this recruitment. To learn more about us, please visit <https://www.colemanag.com/>. We are an equal opportunity employer.