

Hiring a People Operations Specialist at an Award-Winning Company in Meridian, ID

POSITION: Full time, Exempt
LOCATION: Meridian, Idaho
SALARY: \$52,000 salary, DOE
DEADLINE: Sunday, August 30, 2020

Northwest Lineman College (NLC) is seeking experienced, people-centric, process-driven People Operations Specialist to join our Culture & People (HR) team. As a hands-on member of our team, you will be responsible for working across several core people operations functions including, benefits, employee relations, HR compliance, data reporting, and career framework program execution. Reports to People Operations Manager.

Why Northwest Lineman College?

Northwest Lineman College is an industry-leading institution, providing educational services for the line trades in the Power, Gas, and Telecom industries. NLC has been setting an exceptional standard of training for pre-apprentice, apprentice, and journey-level linework since 1993. We are a rapidly growing, visionary, and innovative employer who genuinely cares about the happiness of our people. That's why we're a six-time "When Work Works" award winner and certified "Great Place to Work (2020)". *We are passionate about training because we change lives and improve safety.* We value our customers and thrive in the dynamic world of power and telecom delivery, pushing ourselves to excellence and making work fun.

What you'll be doing:

- Identifies process inefficiencies and inconsistencies and collaborates toward improved and more productive processes that improve the employee experience.
- Owns employee recordkeeping and benefits administration and acts as a go-to resource for employee benefits questions and needs.
- Assesses employee benefit needs and trends, recommends benefit program improvements to management, and conducts educational programs on benefits.
- Ensures accurate completion of annual benefit renewal activities and tracks and reports utilization of employment perks and benefit plans.
- Works within the team, and with leadership to provide clarity to employees.
- Supports people operations and C&P team with career framework program implementation and optimization.
- Ensures HR compliance with all local (state, municipal, fire, etc.) and accreditation agency regulations related to personnel and conducts periodic reviews to verify people operations functions are always audit-ready.
- Maintains and develops C&P department metrics reports.
- Provides direct assistance in the area of employee relations and compliance, including employee relations counseling, investigations, complaints, and exit interviewing.

The success patterns for this position are:

- Bachelor's degree in Human Resources or related field, or an additional three (3) year's relevant experience in lieu of bachelor's degree
- Minimum of two (2) years' experience in Human Resources
- Bilingual in Spanish preferred
- SHRM-CP or PHR certification preferred

The successful candidate will have the following personal characteristics:

- Ability to produce high-quality work with little to no supervision
- Demonstrates high attention to detail, excellent communication skills, and the ability to multitask and manage multiple demands
- Ability to work in a dynamic environment while maintaining strict confidentiality
- Self-starter, virtuous, and driven by a standard of excellence – in short, you will embody the NLC spirit! Not sure what that means? Watch our spirit video here <https://vimeo.com/142671973>

HOW TO APPLY

Please visit our website at <https://lineman.edu/business-home/work-for-nlc/> to apply and to learn about amazing benefits. All inquiries and submissions will be kept strictly confidential.

Northwest Lineman College is an Equal Opportunity Employer and six-time recipient of the "When Work Works" award, which recognizes exemplary employers who create effective, flexible workplaces to increase business and employee success.