



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Compensation & Benefits Specialist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Compensation & Benefits Specialist**
Supervisor: Human Resources Director
Location: Human Resources
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

We are interested in hiring a detailed oriented and passionate candidate to join us as a Compensation and Benefits Specialist.

You will be working with the Human Resources Director on creating a strategic compensation and benefits packages based on the company's budget. You will also be responsible for improving employees' satisfaction and engagement. Moreover, you should be able to prepare monthly reports as well as maintain the attendance sheet. You will also be conducting monthly and annual reports and collecting data on employees' leave.

As a Compensation and Benefits Specialist, you should possess extraordinary analytical skills and the ability to pay extra attention to details. You should also have good organizational skills as well as excellent decision-making abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Understanding of the Quileute Tribes Policies and Procedures
- Ensure that compensation practices follow current Quileute Tribe practices.
- Participate in salary and labour market surveys to determine pay rates and benefits.
- Review all job descriptions and pay suggested payrates and make recommendations to department directors.
- Deploy effective communication strategies and success metrics.
- Deploying an effective pay scale to be used for all departments.
- Conduct ongoing research into emerging trends, issues and best practices.
- Conduct periodic audits and prepare reports on all employee compensation.
- Answering to all question the employees have related to benefits programs.
- Staying updated with the best practices and trends in this industry
- Coordinate with directors on employees' leave.
- Compile data on employee leave and create monthly and annual reports.
- Coordinate with HR Director on creating an employee survey to compile data on employee satisfaction.
- Provide assistance with helping employees submit workers comp claims.
- Review all workers comp claims.
- Assist with coordinating all open enrollment.
- Track all new employee probationary periods for benefit eligibility.
- Track all temporary employee hours for the calendar year and update directors if employee reaches max hours for the year.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Proven working experience as a Compensation and Benefits Specialist
- Prior experience in HR practices and compensation cycle management
- Working knowledge of job evaluation and job analysis systems
- Adequate knowledge of current labour rules and regulations
- Familiarity with various types of incentives and benefits
- Strong quantitative and analytical skills
- Experience in collecting quantitative data for analysis.
- Quick decision-making abilities.
- Excellent communication and organizational skills.
- Ability to create and maintain a positive work environment.
- Knowledge and ability to work with MS Office and related HR software.
- Must be able to work both independently and with a team.
- Must be reliable and punctual showing up to work .
- Experience working in a tribal setting.
- Knowledge of all employment laws as they pertain to tribal employment.

WORK ENVIRONMENT:

Work is predominantly done indoors and in an office setting.

PHYSICAL DEMANDS:

- Physical demands are limited.
- Long periods of sitting during a shift.
- Long periods of screen time.
- Lifting boxes that can be up to 25lbs.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

Required Qualifications:

- Associates degree in business administration or related **OR** High School Diploma / GED with at least 4 years of progressive Human Resource experience can be substituted for education.
- Strong technical, time management and communication skills
- Proficient in using Microsoft Office Software
- Familiarity with employment laws
- Full understanding of the Tribal Policies and procedures
- Human Resource Certification (THRP or SHRM)

Minimum/Preferred Qualifications:

- Bachelors in related field with 1 or more years of Human Resource is highly preferred.
- Some experience working for a Tribal organization.
- Familiarity with payroll operations

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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