



**Environmental Research and Services**, an equal opportunity employer, seeks qualified applicants for the following jobs based out of our **Fairbanks, Alaska**, office.

**Position: Human Resources Generalist/Assistant Office Manager**

**Status:** Possible Full Time; Minimum three-quarter position  
Excellent benefit package available after 3 months of employment.

**Job summary:** ABR is an environmental consulting and research firm located 6 miles NW of UAF in beautiful Goldstream Valley in Fairbanks. We also have satellite offices in Anchorage, Forest Grove, OR, and Greenfield, MA. We employ 50+ full-time employees as well as a number of seasonal hires. Most of our employees are professional scientists and technicians, representing a diverse suite of environmental disciplines.

ABR is looking for a dynamic HR Generalist who has a demonstrated track record of delivering full-function HR support to include, but not limited to: recruitment, job classification, state and federal labor regulations, labor scheduling, performance management, compensation assessment, benefit review and administration, policy management, employee relations, and strategic planning initiatives. HR support in multiple states (currently working in 13) will be required.

While primary activities would be HR, the nature of our small business requires some involvement in other administrative duties; therefore, basic business management skills and a willing attitude to be a part of a larger team addressing contracts, accounts, facility, and project management is desired. Finally, an understanding of social and environmental corporate responsibilities is desirable to promote our business both within and outside our company.

**Major HR areas of responsibility:**

- Affirmative Action Plan – Assists with preparation of plan, to include compilation of reports as required.
- Benefits Administration – education, resolutions of questions, researching plan options and, assisting with benefits open enrollment.
- Employee Relations – compiles and assists with writing performance reviews, compensation administration, performance counseling, conflict resolution, company policy and employee handbooks, etc.
- Payroll Support – facilitates timesheet review, midmonth hour review, and expense reports for billing and invoice coordination.
- Recruitment – create/revise job descriptions and advertisements, applicant tracking, interviewing, applicant correspondence, reference checking, new hire orientation, and entering new hires into QuickBooks and BillQuick.
- Retirement – education, coordinate quarterly meetings, assist with annual census, process distributions as needed.
- Safety – coordinates and documents required safety training, maintains training requirements, and compiles and distributes safety field packets.
- Training – provides support for assessment and management of other professional training venues, including conferences and workshops.
- Community Services – assists with community services functions such as volunteer policing, matching contribution program, and projecting ABR in community (Chamber).



**Environmental Research and Services**, an equal opportunity employer, seeks qualified applicants for the following jobs based out of our **Fairbanks, Alaska**, office.

**Qualifications:**

- Bachelor's degree in Human Resources Management, Business Administration, or applicable education and at least 3-4 years of HR experience or office management experience with an emphasis on HR duties. (MBA or other advanced training could reduce years of experience)
- Broad experience with Human Resources practices in areas listed above.
- A working knowledge of federal and state employment laws in order to provide clarification and direction to employees. ABR conducts work in a variety of states so experience with multi-state labor and employment regulations is preferred.
- Complete confidentiality, sound judgment, analytical skills, and independent decision-making.
- Ability to effectively interact with all levels of the organization is critical.
- Clearly and concisely present organized, challenging and innovative ideas and solutions
- Strong communication skills including conflict resolution; the ability to define a problem or situation and logically diagnose cause, identify solution and follow up through resolution
- Accepts and adapts to new situations and can anticipate and respond to changing situations, needs, and expectations
- PC proficiency in Word, Excel, Internet/Intranet, PowerPoint, Access, QuickBooks and BillQuick
- Limited travel to our other offices is required.

**Desired:**

- Prior experience in, or understanding of, consulting, with emphasis on scientific (e.g., biological, ecological, engineering organizations).
- Prior experience in other aspects of office management such as marketing, business administration, facility management, or financial or accounting background.

**Salary:** \$22.00 - DOE

**Start Date:** Approximately 1 March

**Closing date:** until filled

**Contact:** Please send resume and 3 professional references electronically to Paulette Burke ([HR@abrinc.com](mailto:HR@abrinc.com)) or by mail to the Fairbanks office, **ABR, Inc., P.O. Box 80410, Fairbanks, Alaska 99708**. Be sure to include the position ID number on your application. Feel free to contact Paulette at the above e-mail address with any questions.

