



POSITION ANNOUNCEMENT
Finance and Administrative Services Division

Human Resources Manager

Responsibilities:

1. Develop, interpret and administer policies and procedures, recommend changes as needed and ensure effective communication with management and employees. Provide management guidance and counsel on a wide range of Human Resources matters.
2. Manage the recruitment, employment, compensation, health and welfare benefits, performance appraisal and performance improvement functions.
3. Assess Association training needs, develop, deliver and coordinate staff and leadership training programs.
4. Maintain, control and protect confidential, electronic and hard copy personnel, benefits and health records.
5. Develop and coordinate programs to promote effective communication, employee morale, safety, health and wellness and productivity.
6. Manage APA's fleet of leased vehicles focusing on driver safety.

Qualifications:

Requires Bachelor's Degree in Human Resources or closely related field and 7+ year's generalist experience. PHR or SPHR certification preferred. Proficiency with MS Word, Excel, Access, Outlook, PowerPoint and SharePoint is preferred.

The Company:

APA – The Engineered Wood Association is the premier wood industry trade association representing North American producers of glued engineered wood products. Our member companies represent the majority of structural wood panels, glulam beams, I-joists, laminated veneer lumber and cross laminated timber (CLT) manufactured in the US and Canada.

Headquartered in the beautiful Pacific Northwest, we provide testing and grade certification, publish and distribute technical literature, support members in maintaining and expanding markets and research new products and applications. To support the use of engineered wood systems in today's taller wood buildings, APA's 42,000 square foot research laboratory is expanding upward! Once complete, the lab expansion will accommodate full-scale, multi-story testing capabilities.

The average length of service for an APA employee is 12 years. We offer competitive compensation, a comprehensive benefits program including health, life, LTD and LTC insurance, paid leave and holidays, 401(k) retirement program, tuition and wellness reimbursement programs.

To Apply:

For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org.

For more information about APA, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.