



HPM Corporation External Job Posting

OPEN POSITION:	Operations/Human Resources Specialist
LOCATION:	Kennewick, Washington
CLASSIFICATION:	Full-Time, Exempt Benefits Package
POSTING PERIOD:	Tuesday, Mar. 2, 2010 – Friday, Mar. 12, 2010

HPM Corporation, a woman-owned small business providing specialized services to federal government clients and contractors, has a need for an Operations/Human Resources Specialist at the HPMC corporate office in Kennewick, Washington.

Responsibilities include, but are not limited to:

- Support the human resource functions including:
 - Benefits administration, recruitment and job postings, new hire/termination administration, compliance and reporting, policy and procedure development, employee relations, set up and update employee information in Human Resource Information System (HRIS), training, and safety compliance.
- Provide back-up and support to the corporate accounting/finance function including:
 - Payroll administration, tax reporting and compliance, contract billing and allowability of contract expenses, accounts receivable/payable, set up and update contract information in accounting system, month-end closing, general ledger reconciliation, and audit support.
- Support the contracts management functions including:
 - Oversight to ensure contract compliance and submittal of required deliverables, monitor costs versus available funds, interact with appropriate contract representatives including subcontractors, vendors, prime contractors, and government officials, and submit required reports as appropriate.
- Monitor and ensure compliance with federal, state, and local laws and regulations.
- Research, gather and compile information and data according to task, or as directed.
- Assist with business development and corporate marketing activities, including proposal development, writing and submittal.
- Other duties as assigned.

Minimum Requirements:

- Bachelors Degree in Business, Public Administration, or a related field.
- Two years' experience in a corporate/business environment.
- Preferred: experience/knowledge in human resource functions, accounting or finance, and/or government contracts; experience with Deltek GCS Premier accounting software.
- Excellent analytical skills, attention to detail, and organizational skills.

- Demonstrated proficiency in computer software applications including, but not limited to, Microsoft Word, Excel, PowerPoint, and Outlook; ability to learn other programs and custom applications.
- Ability to appropriately maintain private and confidential information in communications with management, employees, business partners, and others.
- Demonstrated ability to interface and interact with diverse individuals from other organizations and come together as a cohesive team for the purpose of successfully completing a project.
- Ability to exercise good judgment and poise when dealing with the public and co-workers.
- Strong verbal and written communication skills.

Offer of employment is contingent upon successful verification of individual's application and background check and eligibility for employment in the United States. Salary is negotiable and dependent upon qualifications and experience.

How to apply:

Please send resume and cover letter, including salary requirements, to opportunities@hpmcorporation.com.

We are an Affirmative Action and Equal Opportunity employer.