OASIS Environmental, Inc. is a consulting and engineering firm offering a wide spectrum of environmental services. Our U.S. and International clients include industry, government, and private landowners facing complex environmental risks and challenges. Our experts combine the latest standards, innovative technologies, and sound management principles to design sustainable solutions and deliver responsible results.

OASIS Environmental, Inc. is seeking a Human Resources Generalist for our office located in Anchorage, AK. This position will start in early to mid-July. In this position you will administer various human resources plans and procedures for all company personnel worldwide; assist in development and implementation of personnel policies and procedures; prepare and maintain employee handbook and policies and procedures manual; provide HR Policy guidance and interpretation; administer compensation programs; monitor the performance evaluation program and update as necessary; and coordinate benefits enrollment. You will communicate with employees and service providers concerning routine administration of all benefits programs; develop and maintain the Affirmative Action Program; file EEO-1 and VETS-100 reports annually; maintain other records, reports, and logs to conform to EEO regulations; conduct recruitment efforts for all personnel; conduct new-employee orientations; and maintain in depth knowledge of legal requirements related to day-to-day management of employees. In this position, you will ensure regulatory compliance; consult with management providing HR guidance when appropriate; handle employee relations counseling, outplacement counseling, and exit interviewing; maintain Human Resource Information System records and compile reports; create and maintain personnel files in compliance with applicable legal requirements; create and maintain training files in compliance with regulatory standards and clients’ requirements; and develop, implement and deliver training programs for varying levels of individuals to ensure proper adherence to policies and procedures.

This position requires considerable knowledge of principles and practices of human resource administration. The position also requires excellent interpersonal skills; proficiency in or knowledge of the use of a variety of computer software applications, especially Microsoft Excel and Microsoft Word software; knowledge of office administration procedures; the ability to operate most standard office equipment; a high level of professional skills to handle sensitive and confidential situations and documentation; and effective oral and written communication skills to be able to communicate effectively with all levels of employees in the company. The minimum qualifications for this position include the following:

- A bachelors degree and three (3) years of Human Resources experience, OR
- A master’s degree and two (2) years of Human Resources experience, OR
- Five (5) years of Human Resources experience, with at least two (2) years of generalist experience, OR
- Any similar combination of education and experience
- Professional in Human Resources (PHR) certification preferred

If you are interested in applying for this position, please go to our website at www.oasisenviro.com and follow the instructions listed on our careers link.

OASIS Environmental, Inc. is an Equal Opportunity Employer.