



FULL CIRCLE FARM, INC.
Job Posting: HR Generalist
January 25, 2012

Company Profile

Founded in 1996, Full Circle (www.fullcircle.com) is a fast growing national leader in the farm-to-table movement, which provides weekly boxes of produce to subscription service customers. The company has a corporate office in Seattle, a farm in Carnation, a new subsidiary in CA, and offices in AK and ID. The Company has grown at an annualized rate of 40% per year for the past several years and is actively pursuing growth into new geographic markets.

Position Description

This full-time HR Generalist position is a challenging role that will work closely with the Director of Human Resources to support the day-to-day needs of the business and functions of HR. We have over 200 employees that work in various states (WA, CA, ID and AK). This position will provide support for all major areas of Human Resources. This position will become very involved in employee relations, organizational development, training, safety, and employment activities. This position will assist with Payroll activities, including some oversight responsibilities. This position may also serve in an Office Manager role for a short-term.

This position requires strong multi-tasking, organizational skills, communication skills, and the ability to successfully work in a diverse and dynamic environment.

There is flexibility for this position to be located in Carnation and Seattle (SODO area) or solely in either location.

Minimum Qualifications

Please do not apply unless you meet these minimum required qualifications, as you will not be considered for the position. This is not an entry-level position.

- MUST have at least 3 – 5 years of progressively responsible experience in HR positions, including a minimum of 2 years as a HR Generalist.
- Some previous Payroll experience is helpful, but not required.
- Related college degree or significant coursework towards degree or certificate.
- Either PHR or SPHR certification, highly desired.

Compensation

DOE, up to \$45,000/year

To Apply

To apply please send your resume, detailed cover letter, and compensation requirements with "HR Generalist" in the subject line.

To learn more about our company please visit our website at: www.fullcircle.com Please no calls or visits. Only most qualified will be contacted for an interview.

Thank you for your interested in Full Circle.