JOB TITLE: HR Administrator  
REPORTS TO: VP of Finance & Administration  
STATUS: Full-Time, Fully Benefited, Exempt  
LOCATION: Portland, Oregon  
COMPENSATION: $60,000.00 per year (Depending on experience)

Our Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Gardens:
Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming Dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope:
Lan Su Chinese Garden is seeking a dynamic HR Administrator to oversee all Human Resources related aspects and operations of Portland’s iconic Chinese garden.

This position is a crucial position with plenty of room to grow and develop leading HR practices. In the position you will perform the routine functions of HR activities at Lan Su including overseeing the hiring & onboarding processes for staff, maintaining confidential employee/other records, administering pay, benefits, and leave, as well as conducting company policies and practices. This position is the go-to person for all employee-related issues including activities such as recruitment, employee relations, performance management, training & development and more.

Essential Responsibilities:
• Lead, follow and embrace the Lan Su Vision, Mission & Values.
• Monitor overall HR strategies, systems, tactics, and procedures across the organization.
• Regularly review, update and produce employment policies and procedures for Employee Handbook.
• Manage the recruitment and selection process including developing/updating job descriptions.
• Administer new employee onboarding and ongoing training in human resources policies and procedures.
• Manage terminations in conjunction with management, maintain termination documentation and associated compliance as required.
• Document interactions with employees as required by company policy, vendors, and governmental agencies. Bridge company/employee relations by addressing issues immediately.
• Maintain legal compliance, employee issues and confidential records in compliance with local, state & federal requirements.
• Maintain pay plan, benefits, and PTO program; assist with renewals and benefit development.
• Oversee the quarterly performance evaluation program that drives high performance.
• Assess training needs to apply and monitor training programs.
• Report to management and provide decision support through HR metrics, future trends and knowledge.
• Other duties as needed, requested or required. Regular and reliable attendance.
You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:

- Bachelor’s Degree and a minimum of 3-5 years of Human Resources experience, or equivalent combination of experience and education.
- PHR and/or SHRM Certification highly desired.
- Appreciation for an inclusive environment, engaging in global concerns and cultural connections.
- Exceptional interpersonal, influencing, communication and time management skills.
- High level of decision making, analytical, organizational, problem solving and mediation skills.
- Excellent attention to detail as well as strong organizational skills.
- A positive attitude with a willingness to help others.
- Strong knowledge of local/state/federal employment laws and compliance.
- Experience with HRIS and/or Payroll Leveraging Systems such as Paychex Flex.
- Computer literacy and proficiency in Microsoft Office, Outlook, and Microsoft Teams.
- Experience collaborating with volunteers, diverse clientele, and/or member-based organizations valued but not required.

For your personal well-being, the Garden offers: *Full-time, fully benefited positions*

- Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual.
- Sick time accrual.
- One (1) Personal Floating Holiday per year.
- Holiday pay or accrual of floating holiday if you are scheduled to work on a recognized paid holiday.
- Garden Shop & Teahouse Discount.
- 401K Participation and Employer match.
- Complimentary Family & Friends Membership to Lan Su Chinese Garden.
- Complimentary gym access to the workout facility in the administrative office building.
- Complimentary access to reciprocal venues throughout Portland.

We look forward to hearing from you, just follow these few steps to send your information to us:
Placing “HR ADMINISTRATOR” in the subject line of your email along with your cover letter, resume, & three references to lanhsuhr@lansugarden.org Please, no drop-in’s or phone calls. Applications will be received on a rolling basis until the position is filled.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.