

# United States Jobs Expertini®

## Human Resources Specialist

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Company: Palisades Tahoe

Location: Tahoe City

Category: office-and-administrative-support

**Please note, this position is located at Palisades Tahoe Resort in Olympic Valley, CA**

Year Round

### About Palisades Tahoe

Palisades Tahoe is the largest ski resort in the Lake Tahoe region, boasting 6,000 skiable acres across eight peaks. The more than 70-year-old resort celebrates a rich history as the host of the 1960 Winter Olympics, the Spring Skiing Capital, and home mountain to dozens of Olympic and World Cup athletes across multiple snow sports. With an average annual snowfall of 400 inches, Palisades Tahoe frequently operates the longest ski and snowboard season in Lake Tahoe. The European-inspired Village at Palisades Tahoe offers year-round events and over 50 bars, restaurants, and boutiques, many of which are locally owned and operated. Palisades Tahoe is on the Ikon Pass, which offers access to 47 international ski destinations. In 2021 the resort changed its name, trading in a harmful slur for a name that better reflects its values and legacy. Visit the Palisades Tahoe website or call 1.800.403.0206 to learn more. You can also visit us on Instagram, Twitter, Facebook, and Vimeo.

**A Great Job and Benefits to Match:**

Free skiing + riding privileges to 17 iconic resorts including Palisades Tahoe, Mammoth Mountain, Steamboat, Solitude and more!

401(k) plan with generous company match

Free lift tickets, plus 50% off lift tickets

25%-50% discount at Food & Beverage locations at Palisades Tahoe

30% discount at Palisades Tahoe operated retail stores, including The North Face, Oakley and more

Employee Assistance Program (EAP)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Maintains the day-to-day operations of the Human Resources office including onboarding and background checks, oversight and training of coordinators (seasonal & year-round), recognition programs, maintenance of employee website, employee communication, and employee events. Provides exceptional service to our internal guests in a timely and welcoming manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Applicants must be 18 years of age.

**Essential Job Responsibilities/Duties/Tasks** include the following: other duties may be assigned:

Warmly welcomes, greets, and assists employees with their questions related to employment at Palisades Tahoe in an efficient and courteous manner.

Provides accurate information about employment opportunities, employee policies, events, and business operations for Palisades Tahoe.

Adheres to all company policies with the utmost integrity.

Maintains compliance with state and federal employment laws and ensures accuracy with processes and procedures.

Oversees seasonal and year-round HR Coordinators - provides HRIS system training, ensures data entry accuracy and ensures daily front office tasks are being completed.

Handles data entry for new hires and returning staff along with regular maintenance of the HRIS system. Runs all data entry audit reports in partnership with payroll.

Maintains I-9 compliance within federal government and E-Verify guidelines. Ensures 100% compliance on I-9 completion and verification within three days of hire. Follows through with timely termination when I-9 is not completed in accordance with above guidelines.

Oversees background check program for the required departments and coordinates with and updates hiring managers.

Assists with recruitment on an as needed basis.

Communicates both verbally and in writing through phone calls, emails, faxes, and ensures the regular flow of information to necessary parties as needed, on a daily basis.

Maintains employee website with up-to-date information surrounding employee recognition, events, HR weekly updates, perks & discounts, benefits, and wellbeing resources.

Kindly coaches applicants and employees in the use of recruiting and onboarding systems, verifies identity for I-9 forms, requests work permits, and remains compliant with all state and federal laws as we onboard new and returning employees.

Responsible for the planning, coordinating, organizing, and execution of employee events.

Ownership over coordinating, refreshing, tracking and annual rollout of Employee Recognition Programs for Palisades Tahoe.

Maintains a high level of confidentiality.

Other administrative duties include filing, shredding, office organization, copying and scanning forms, and stocking forms/supplies.

### **Competencies and Job Requirements:**

Required:

Effective communication skills, oral & written

Strong sense of urgency with an ability to meet deadlines with minimal supervision

Excellent organizational skills

Strong sense of customer service standards and expectations & safety awareness

Able to understand and follow verbal and written instructions

Maintain a neat & clean appearance in compliance with the company grooming standards

Punctual, with the ability to report at scheduled start time

Works well as part of a team

Able to work with minimum supervision

Ability to work within a fast paced, high volume and demanding environment

Excellent organizational and problem-solving skills with the ability to handle multiple tasks simultaneously

Ability to maintain a high level of discretion and confidentiality

Intermediate to advanced computer skills, proficient in Microsoft Word, Excel, Outlook, Power Point and Internet Explorer

### **Education and Experience:**

#### Required:

High School Diploma or GED

Two years of Human Resources experience and/or training; or equivalent combination of education and experience

#### Preferred:

Bachelor's degree or PHR certification

Experience in the ski resort industry

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk, see, and hear. Sits for extended periods of time at a computer station or work desk; stands and walks regularly throughout the day; uses hands and fingers to operate computers and office equipment for up to 8 hours each day; lifts up to 10 pounds regularly; exposed to typical office environment conditions and noise levels. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and the ability to

adjust focus.

### **Working Conditions:**

**Indoor/Outdoor:** While performing the duties of this job, the employee may be exposed to outside weather conditions.

**Hazardous Materials/Noise:** The noise level in the workplace is usually moderate.

**Equipment Used in Job:** General office equipment

The base hourly pay range below represents the low and high end of the Palisades Tahoe Resort, LLC. hourly pay range for this position. Actual pay will vary and may be above or below the range based on various factors including but not limited to experience, education, training, location, merit system, quantity or quality of production, responsibilities, and regular and/or necessary travel. The range listed is just one component of Palisades Tahoe Resort, LLC total compensation package for employees. Other rewards may include short-term and long-term incentives and many region-specific benefits.

Palisades Tahoe base hourly pay range: \$22.60 - 29.34 per hour

For information on Alterra Mountain Company's Social Responsibility work including our Diversity, Equity, & Inclusion actions, please see our webpage at [www.alterramtnco.com/social-responsibility](http://www.alterramtnco.com/social-responsibility). Among other resources, Alterra has Employee Resource Groups to support the BIPOC (Black, Indigenous, and people of color), disability, LGBTQIA2S+, and women communities within our workforce.

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