

We offer competitive salary, great benefits, and work that matters to our community.

The Organization: The Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven organization. Our main office is located in vibrant Lower Queen Anne, with field offices across Seattle. We are committed to expanding housing opportunities and strengthening communities throughout the city.

With a dedicated team of over 850 employees, SHA fosters a supportive, dynamic workplace where collaboration and professional growth are valued. Our staff has made us a nationally recognized leader in affordable housing and community development.

We offer competitive compensation, flexible work arrangements, professional learning opportunities, and active employee resource groups. SHA values your unique background and perspective - we encourage you to apply even if you don't meet every listed qualification. Learn more in our [diversity](#) and [application equity](#) statement.

The position:

We're looking for a Human Resource Assistant III to join our team! This Human Resource Assistant will provide a wide range of administrative support for the Safety Program Administrator, support the Safety and Health Program, Emergency Management Program, and Workers' Compensation Program. Duties include coordinating employee safety program information, managing programs and data to ensure compliance with Workers Compensation, OSHA 300, and other compliance needs, and maintaining detailed and complex logs and data including Labor & Industries data and claims.

Please note: This is a project-based role with an expected completion date of November 30, 2027.

How to Apply: To apply, complete the online NeoGov application by clicking the **Apply** button in the upper right-hand corner of this posting.

Application Tips:

1. Update the Work Experience and Education sections with your most current information. *Note: SHA does not accept external attachments such as resumes or cover letters.*
2. Complete the Agency-Wide questions. Even if you've applied to SHA before, please review and update your responses.
3. Respond to any Supplemental Questions, if applicable.

The ideal candidate will have:

- High school diploma or equivalent education and a minimum of two years of college level coursework in a related field.
- Three years (3) of relevant HR work experience in records management, HRIS, HR policies and procedures, or related HR functions; experience with Labor and Industries claims preferred.
 - May substitute relevant college education on a year for year basis.

While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.

What will you do?

- Routine record-keeping, data entry and the maintenance of electronic records.
- Preparing or auditing reports for assigned programs including Workers Compensation and OSHA 300.
- Prepare and maintain detailed and complex logs and reports as needed.
- Data collection and research to support analysis of programs or processes.
- Maintain related materials, resources and websites.
- Assist with coordination of training.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect.
- Work respectfully and courteously with other employees, follow direction, and work well under pressure.
- Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; and follow all safety and health guidelines, practices, policies and procedures, and actively support and participate in the Emergency Preparedness program and tasks.
- Perform related duties as assigned.

For additional information on the job, please see the full [job description](#).

The Location: 101 Elliott Ave W, Seattle, WA 98119

Why Should You Apply?

- **Competitive Salary**
- **Comprehensive Benefits**
 - Medical, dental, and vision insurance
 - Public Employees' Retirement System (PERS)
 - Generous paid leave and holidays
- **Work-Life Balance**
 - Reasonable hours
 - Opportunity for part-time remote work (dependent on the position)
- **Professional Development**
 - On-the-job training and growth opportunities