

# Marmoset is seeking a Human Resources Superstar

The official title is “Human Resources Coordinator.” This is a full-time opportunity, working on the Business Affairs team with a focus on human resources and payroll. The successful candidate has at least 2 years of demonstrated experience in HR and processing payroll. We’re looking for someone who’s highly organized, a master of details and open to learning new systems, technologies and policies. A degree in Human Resources, Business or relatable work experience is preferred. Experience with fresh, progressive-minded creative agencies, tech companies, or start-ups is a plus.

## You

**Basics:** At least 2 years experience in HR and benefits administration, as well as experience processing payroll for a 40+ employee group with diverse benefits.

**Personality:** Self-starter with a contagious “can-do” attitude. Plays well with others. You welcome criticism and often seek feedback. Lending a helping hand to a teammate is a natural inclination to you. You enjoy jumping in where needed and are not afraid to try something new. Unflappable -- able to succeed in a fast paced, often distracting environment.

**Abilities:** Strong attention to detail, highly organized, fast learner, excellent communicator -- both written and verbal. Flawless execution of typical payroll duties, employee benefits, new hire orientations, terminations, leave requests and recruiting. Clear understanding of HR documentation techniques. Proven capability of prioritizing tasks, managing expectations, dealing with confidential matters and working with a wide variety of people and needs.

**Experience:** Proven track record for being an administrative genius. Worked on a team where your strong attention to detail and highly organized attributes made an impact. You have at least 2 years experience working in payroll and HR and can grasp the nuances (and challenges) of working with highly creative people.

**Passion + Purpose:** You thrive in community and collaboration. You personify structure, strong systems, clarity. You aspire to make a positive impact in the world. You love the arts and music.

## Marmoset

A small-ish Portland, Oregon based creative agency with BIG dreams. Launched in 2010 and slowly, steadily growing.

Small, familial work environment that’s fun, offers flexibility and cares deeply about what we do.

It’s more than a business. Marmoset is focused on fostering a sustainable community and relationships, supporting and cultivating blue collar, hard-working artists, the art they make and the lives and families they lead.

Marmoset has been recognized as one of the “Fastest Growing Companies in Oregon” and “100 Best Companies to Work for in Oregon.”

We work hard and play hard. Occasional 50 hour work weeks are offset with long weekends, unlimited paid time off and tons of flexibility.

Learn more about our culture and values by watching a TED Talk by our Co-Founder, Ryan Wines:

<https://www.youtube.com/watch?v=ZX-wTXC35wo>

**Benefits:** Medical, dental, matching 401K, unlimited paid time off, flexible work environment, sabbatical after 4 years, progressive vibes and kombucha on tap that flows like a river.

**Culture:** Marmoset fosters a progressive culture and work environment with a high degree of trust, collaboration and level of care that’s hard to find.

**Pay:** This is an entry-level role with hourly, full-time, entry-level pay.

Because we're a young, growing company, this opportunity has the potential to evolve in a variety of ways and will at times require a high degree of flexibility and juggling, depending on what needs to be done.

**Worth knowing:** at Marmoset, "fit" is more important than credentials, accolades or experience. Along those lines, here are the top, most important virtues and characteristics of a successful Marmoset employee:

1. Commitment (to all of the unique, quirky ways, norms, systems, culture, and rituals at Marmoset).
2. Fire in the Belly.
3. Humility.
4. A sincere desire to listen, learn and grow.
5. Talent and Experience (important, but intentionally last).

Most importantly, you should know we care about people more than awards, achievement and financial success attained in the bottom line. People, quality of life and relationships matter most. Period. We're a close-knit group of people and we work hard to maintain a positive, healthy, rewarding and even fun culture. Here's Marmoset's purpose and core values, as defined by our staff:

**Marmoset's Purpose:** Community

**Marmoset's Core Values:**

- Do the unexpected and blow people's minds.
- Take care of our people: Our staff, our clients, our community.
- Have fun. Be healthy. Unplug and take time to enjoy the fruits of our labor.
- Do the right thing.

We work to keep these core values and purpose ever present in all that we do and we let them be a filter we use to make decisions and help us do better work.

**Marmoset provides equal employment opportunities (EEO)** to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Marmoset complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **APPLICATION PROCESS**

Please submit a one page resume with a one page letter of interest in PDF format, along with 3-5 references. Do not send us your standard, cookie-cutter resume.

In your letter, please be sure to include a statement of purpose (100 words maximum). Feel free to elaborate on your experience and your story so we can get to know you better. What sort of tools and systems do you use to stay organized? Tell us about your personality. How do others describe you? Are you introverted or extroverted and why? How do you personify high structure, strong systems, managing details, and clarity? What are your superpowers? What is your kryptonite? Most importantly, how do you see yourself making an impact at Marmoset?

The closing date for this position is Friday, April 28th. We will review candidates on a rolling basis as applications are received. Please apply as soon as you can and carefully follow the application guidelines. Applications that don't strictly follow the above guidelines may not be considered.

Please email your complete PDF to [opportunities@marmosetmusic.com](mailto:opportunities@marmosetmusic.com)