



**Vigor Industrial  
HR Assistant  
Portland, OR  
January 21, 2010**

**Vigor Industrial is a family of companies offering state-of-the-art marine and industrial services. We stand for quality of work at a cost-effective price, with an emphasis on customer satisfaction. This dynamic ship repair and industrial services facility located on Swan Island is seeking an Human Resources Assistant to work in our Human Resource Department.**

**This is a full time-limited duration position, lasting up to six (6) months. The person in this position will report to the Sr. VP of Human Resources.**

**If you crave an environment that will let you attack challenges, and you have a desire to control your destiny, this could be for you.** The successful candidate will have a high degree of tenacity, professionalism and common sense. To perform well in this environment, the HR Assistant must have strong influencing skills to secure the support, help and understanding of those not in the direct line of authority. Our culture is one of teamwork while exhibiting a high degree of flexibility, energy, sound judgment and positive attitudes.

As an effective HR Assistant you will provide administrative, clerical and technical support to the Human Resources Department. You will also partner with all HR staff to ensure coordination of projects and activities, maintain critical HR records and act as an important connection between employees and Human Resources throughout the Vigor family of companies. You will demonstrate sensitivity to requirements for confidentiality in your work and in the care taken to interact with others both externally and internally to the company.

The ideal candidate will have three (3) or more years experience in a comparable Administrative role, and an associate's degree in Business, or similar study. Backgrounds consisting of equivalent education and/or experience will be considered. Candidates with a background demonstrating Human Resources skills and/or involvement are preferred, but not required. We look for individuals who have above average communication skills when dealing with employees, labor representatives and vendors. Effective performance of the job necessitates a high degree of attention to detail and accuracy. Above average MS Word and MS Excel skills are required, and as such, successful candidates may be tested in MS Office, keyboarding acumen and other related skill sets.

**To apply for this position we require the following:**

- A targeted cover letter detailing your interest in Vigor Industrial, the types of HR matters with which you have familiarity (alternatively the types of discreet matters you handle regularly) and your salary requirements
- A resume detailing the name of each employer and position you have held up to the last ten (10) years to include the months and years of employment
- Explanation(s) for employment gaps that are longer than three (3) months

**Applicants not including the required information may not be considered.**

**We welcome qualified applicants from diverse backgrounds.  
Vigor Industrial is an Equal Opportunity Employer and Drug Free Work Environment.**