

Job Title: Human Resources Manager

Location: Boulder

Sea to Summit, an established but fast-growing outdoor gear company, is seeking to hire a Human Resources Manager to be based in our Boulder, CO headquarters.

The Human Resources Manager will guide and manage a full range of HR functions and processes, including recruiting, hiring, employee relations, benefits administration, compensation, HR policies and procedures, employee performance and leadership development. This is a new role in our company and the person hired will be empowered to lead positive change with a strong emphasis on the development and retention of our already excellent workforce and the recruitment of talented individuals to join our team.

As a company we are known to be a team of hard-working, passionate and customer-focused individuals; we expect the person in this role to also amplify our culture of being an employee-focused, world-class company.

Essential Duties and Responsibilities

HR Administration & Staffing

- Assists supervisors and managers in finding and hiring for vacant positions, including creating job descriptions and posting for job openings, screening resumes and setting up candidate interviews. Will also perform pre-employment testing and evaluation of results as needed.
- Oversees all aspects of on-boarding new employees; creates an employee orientation process to give new hires the best possible start and engender a positive attitude toward the company.
- Maintains personnel records such as new hire forms, employee promotions and pay increases, disciplinary actions, performance reviews, benefits plans participation, terminations or other change in employee status records.
- Develops and implements personnel procedures and policy documents, such as maintaining/updating the employee handbook and other HR policies.
- Updates and maintains job descriptions, organizational chart, offer letter templates, employee policies concerning travel, time off, etc.
- Prepares employee separation summaries and related documentation.
- Compiles information to file worker's compensation claims for employees and the insurance carrier; monitors and coordinates workers' comp claims.
- Ensures the company's compliance with all statutory and legal requirements pertaining to human resources and employment law.

Employee Training & Education

- Finds appropriate, well-targeted training programs and resources for employee education and tracks employee developmental training.
- Conducts management training in effective interviewing, hiring, performance evaluations, how to coach and discipline employees, documenting and terminating employment relationships, workplace safety, etc.
- Assists managers in evaluating employees' aptitudes and strengths and provides guidance to help them craft development plans for their team members.
- Coaches managers in appropriate resolution of employee relations issues.

Employee Relations

- Contributes to the company's goal to be a highly desirable place to work where people are motivated and engaged.
- Engages individual employees in one-on-one conversations and through employee surveys to gain insights into employee concerns; provides advice to management regarding employee concerns.
- Will be the primary resource for both managers and employees for any questions about HR policies and guidelines.
- Listens to and resolves employee grievances; conducts thorough and objective employee investigations.
- Provide assistance to managers in documenting and terminating employment relationships.
- Conducts exit interviews to determine reasons behind separations and opportunities for improvement.
- Implements HR practices that improve employee retention, maintains an environment of respect and high ethical standards and provides a workplace of continuous improvement and goal attainment for both the company and the employees.
- Organizes company-wide staff events (celebrating milestones, community volunteer activities, fun events for no particular reason, etc.)

Compensation and Benefits Administration

- Conducts periodic wage surveys and recommends salary revisions based on pay trends for our region. Provides guidance on compensation, bonuses and other recognition programs.
- Prepares annual 'total compensation' statements for each employee.
- For new positions in the company, helps determine the appropriate and competitive salary for the role.
- Maintains and administers employee benefits programs such as health, dental, vision, disability and life insurances and our various retirement plans.
- Obtains, evaluates and recommends benefits plans according to the company's needs and industry trends.
- Designs and conducts education about company's benefits plans and helps employees during enrollment.
- Conducts annual open enrollment for employees' benefit elections.
- Serves as primary point of contact on any benefits related issues or questions.

General

- Facilitates change management initiatives and ensures that there is effective communication and understanding of leadership's goals and direction.
- Identifies areas of needed improvement and directs the change needed to make sure our HR strategies align with the overall company goals.
- Displays a willingness to assist company leadership in other non-HR related tasks, as necessary.

Skills & Abilities:

- Strong HR background in on-boarding/off-boarding, performance improvement and employee development, employee relations issues/grievances and experience managing benefits and compensation.
- Solid knowledge base of Federal and State employment and labor laws and regulations.
- Excellent problem solving skills.
- Experience in staffing planning, decision-making, facilitating and process improvement.
- Proven track record of developing innovative approaches and ideas to HR.
- Effective and optimistic leader with proven ability to develop, coach, motivate and mentor; inspires respect and trust in the workplace.

- High level of professionalism; treats others with respect and consideration regardless of their status or position.
- Background in change management; communicates changes effectively and has the ability to build commitment and overcome resistance.
- Works well under pressure, managing multiple projects simultaneously without missing deadlines.
- Ability to write clearly and informatively; can present numerical data effectively.
- Strong presentation skills; the ability to speak clearly and persuasively.
- Excellent organizational skills; ability to multi-task and prioritize and adapt to changing priorities.
- Highly self-motivated and capable of working independently as well as in a team.
- Discrete and confidential.

Experience & Education:

- 5+ years Human Resources experience or equivalent combination of education and experience.
- Bachelor's Degree required, preferably in Human Resources, Business, Behavioral Science or related field.
- Professional human resource certification (HRCI or SHRM certification) is preferred.

Compensation

The salary for this position is competitive and is based on experience and qualifications. We offer a generous benefits package that includes medical, dental, vision, life, short and long term disability, 401(k) with matching and two employer-paid pension plans, paid time off, holiday pay and a casual, dog-friendly work environment.

Please send your resume and cover letter to shelley@seatosummit.com.