

**Position:** Human Resources Manager

**Team:** Shared Services

**Reports To:** SVP, Shared Services

**Location:** Denver, CO

**Mission of the Role:**

Continually improve and administer employee programs in alignment with company business strategy.

**Accountabilities:**

- Manage employee programs in alignment with business strategy including (but not limited to):
  - Recruiting
  - Hiring
  - On-boarding and mentoring programs
  - Organizational structure communication
  - Compensation
  - Career pathing / employee development
  - Performance management
  - Compensation
  - Employee relations and employment law coordination
  - Benefits selection and administration
  - Payroll data entry
  - Employment policies/practices such as Paid Time Off (PTO)
  - HR legal compliance such as FLSA, COBRA, etc.
  - Termination processes
- Earn the trust and respect of staff to build strong, collaborative relationships
- Manage benefits open enrollment selection, education, and administration
- Build employer brand to attract top talent

**Travel:**

Position is located in our Denver Tech Center (DTC) office and it is anticipated that only occasional travel will be required.

**Education Requirement:**

Bachelors degree required

PHR/SPHR certification preferred

**Experience:**

- Track record of successfully delivering on related accountabilities in past positions
- Five years + HR Management experience required

**Send cover letter and resume to our Human Resources Department at [careers@thebreakawaygroup.com](mailto:careers@thebreakawaygroup.com). Please include Reference code – “HR MGR” in the subject line.**