



HR MANAGER

SUMMARY

The HR Manager is responsible for all human resource functions as well as participates in the strategic planning and development of the organization.

ESSENTIAL FUNCTIONS OF THE JOB

- Partner with all departments to help execute the business strategy.
- Develop and administer employment-related policies and practices that align with business needs and goals.
- Fairly and consistently handle confidential employee relations issues; advise management of appropriate actions.
- Facilitate leadership development including coaching and performance management training.
- Organize company seasonal orientations.
- Develop and administer employee engagement programs and initiatives.
- Maintain and enhance employee benefits, including compensation, health insurance, time off policies, and other ancillary benefits.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Oversee accurate and compliant recordkeeping of employment records.
- Oversee payroll processing and provide oversight/input as applicable.
- Develop and champion effective practices and oversee the organization's recruiting, onboarding, and hiring processes.
- Lead the Diversity, Equity, and Inclusion initiative at Bogus Basin.
- Hire, train, and supervise human resources support staff.
- Partner with Risk Manager to develop, implement, and administer risk strategies, policies, and procedures.
- Manage worker's compensation and return to work program.
- Utilize HRIS technology to improve administrative processes and enhance the employee experience.
- Oversee employee programs such as the wellness program and employee functions/events.
- Lead COVID-19 taskforce, develop and administer related policies, and oversee contact tracing efforts.

NON-ESSENTIAL FUNCTIONS OF THE JOB

- Ensure employee uniforms are clean and in-stock.
- Assist with Bogus Basin events.
- Provide other administrative support, as needed.
- Perform other related duties, as required.

JOB REQUIREMENTS

- Passionate about Bogus Basin's Mission.
- Bachelor's degree in Human Resources, Business Management, or related field.
- PHR/SPHR preferred

- 5+ years of experience in progressively responsible human resources roles.
- 3+ years of experience in a supervisory role preferred.
- Good understanding of federal and state employment laws.
- Experience with Paylocity preferred.
- Proficient with Microsoft Word, Excel, Outlook.
- Capable of handling multiple projects with competing priorities.
- Ability to maintain a high level of confidentiality, a professional demeanor, and to represent the organization in a positive manner at all times.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal and organizational skills.
- Ability to pass a background check.

WORKING CONDITIONS

- Majority of time spent in an alpine environment.
- Occasionally exposed to inclement weather.

Equal Opportunity Employer
Submit apply at <https://bogusbasin.org/job-search/>