



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
[www.coloradonga.org](http://www.coloradonga.org)

## Job Posting

# Human Resources Manager

**Date Posted:** August 27, 2024

**Company:** Ft. Collins Nursery

Are you a Human Resources professional who is just as passionate about growing employees as you are about plants? If so, Fort Collins Nursery is hiring for a Human Resources Manager to join our team!

As the Human Resources Manager you will be responsible for overseeing the entire employee lifecycle from recruitment to off-boarding, along with payroll and benefits administration. Additionally, this position will serve as the go-to point of contact for advising staff on personnel processes and investigations.

This position is a regular (non-seasonal), non-exempt, full time position with an expected 40 hours a week. This position will work primarily Monday-Friday, but may work some weekends as required.

### Wage

Estimated starting wage: \$28.85-33.65/hr. depending on qualifications.

### Responsibilities

- Develop and implement effective talent acquisition strategies including job postings, candidate screenings, effective interviewing, and employee selection.
- Oversee employee onboarding and orientation to ensure new hires are integrated into the company culture and set up for success in their roles.
- Serve as a trusted advisor and resource for employees, addressing any concerns, questions, and providing guidance on HR-related matters.
- Develop and maintain company policies/procedures in compliance with state and federal labor laws and consistent with industry best practices.
- Lead employee engagement efforts and actively work to support the Nursery culture.
- Manage and process payroll through Paylocity HRIS, ensuring compliance with labor laws.
- Work with partner companies to administer employee benefit programs including health insurance, retirement plans, and other perks while ensuring competitive offerings and efficient administration.
- Manage worker's compensation processes to include reporting injuries, investigating injuries, and ensure continued certification in state Cost Containment program.

### Qualifications

- Ability to build effective and collaborative relationships with employees and managers.
- Excellent interpersonal written and verbal communication skills.
- Thorough understanding of employment laws as well as ability to interpret and apply laws, guidelines, and regulations.
- Strong analytical and problem-solving skills.
- Strong organizational and time management abilities with the capability to handle multiple priorities and deadlines.



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- Ability to maintain a high level of confidentiality, objectivity, and integrity when conducting investigations and handling employee matters.
- Proficiency with Microsoft Office Suite required.
- Familiarity with HRIS required; familiarity with or willingness to learn Paylocity and Counter Point POS preferred.
- Associate's degree (or greater) in Human Resources or related field highly preferred.
- SHRM/HRCI credential preferred.

### **Benefits**

- Accrued paid time off for sick leave and vacation.
- Health insurance provided by Anthem with generous Medical Expense Reimbursement Program (MERP).
- Dental/vision/accident insurance provided by Guardian. 401K program with generous employer match.
- Employee discounts on products.

If you are an HR professional with a mindset to support others and are looking to grow in a collaborative environment, we invite you to apply for this Human Resources Manager position with Fort Collins Nursery!

### **How to Apply**

To apply, please submit an application and resume via our [employment portal](#). Additionally, you can submit an application in person. We look forward to welcoming you into our growing family!

Anticipated close date: September 6th, 2024.