



Job Title: Executive Administrative Assistant/HR Coordinator

Department: Administration

Reports To: Chief Executive Officer

Location: Centennial, CO

Position Summary

The Executive Administrative Assistant/HR Coordinator provides administrative support to the Chief Executive Officer and other executives as necessary. In addition, the role is responsible for the facilitation of Human Resources processes and day-to-day employee support.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Anticipate needs and provide high-level, tailored support to CEO
- Accurate, quick execution of administrative activities with high attention to detail and organization
- Prioritize and manage multiple priorities and projects with timely follow through
- Manage executive calendars, coordinate meetings and travel, and reconcile expenses
- Partner with CEO to build strong relationships with internal stakeholders and external contacts
- Contribute to positive, evolving office and team culture, collaborating with other personnel to plan and execute meetings and events
- Serve as liaison to corporate travel agency
- Administer data entry and reporting in HRIS, and maintain personnel files
- Manage recruitment activities including postings, candidate sourcing, screenings, interviews and offer letters
- Coordinate new hire and annual benefits enrollment and address related inquiries
- Assist with leave of absence process
- Conduct new hire orientation, new employee check-in meetings and exit interviews
- Manage annual performance review process
- Oversee compliance with Federal and State employment laws and company policies and procedures, and maintain employee handbook
- Consult with managers and staff regarding employee relations and other Human Resources matters as needed

Competencies

- Technical proficiency in MS Office (Word, Excel, Outlook, PowerPoint and Visio)
- Strong analytical, problem-solving and organizational skills
- Solid customer service and communication skills; able to interact at all levels inside and outside of the organization
- Ability to prioritize daily and long-term projects and responsibilities
- Self-motivated and detail-oriented; able to work autonomously with the highest degree of confidentiality
- Upbeat, highly collaborative and professional

Education/Experience

- Bachelor's degree preferred
- 5+ years full-time related work experience
- 1-2 years Human Resources experience a plus

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will operate in a professional office environment and routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Travel

This position does not travel.