



**About elements:**

We are placemakers, looking for a Human Resources Manager to be part of a passionate team that creates places that inspire and energize our employees and clients. Headquartered in Denver Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our employees and our clients. We are looking for professional leader to develop and manage all human resource strategies including all company plans related to Payroll, Compensation, Benefits, Compliance, Policy Administration, Employee Training and Development.

**Job Summary**

You would have knowledge of the key aspects of human resources to ensure that all our employees needs are met and are in alignment with our culture and business strategy. Assist in maintaining and adapting the ideal culture for **elements** that will help attract, retain and support the best talent in our field. Balance the needs of the employee, with the needs of senior management in order to help maintain the healthy, fun and professional growth culture **elements** has today.

- Supervise the HR Coordinator that manages up to six payrolls per month and oversees enrollment of all employee benefits, job postings, onboarding and off boarding.
- Annual review and identification of any major updates to employee benefits. Monitor and comply with legal and compliance issues on a timely basis, including annual 401k audit.
- Bi-annual review of employee handbook, job descriptions and employee compensation
- Assist with the planning of annual employee benefits working with outside benefit providers.
- Design, execute and support all of the People related products, programs and services such as Performance Evaluations (GAPS), Employee Survey and related survey analysis and HR metrics, benchmarking and best practices.
- Oversight and tracking of individual employee studio onboarding and training.
- Monitor all trainings provided for employees to ensure successful delivery and completion.
- Manage and track the Ambassador program for employees.



### **Essential Functions**

- Highly developed demonstrated ability to work within a team, with a results-driven approach.
- Confidence and experience to operate without regular supervision across the full spectrum of HR activities including overseeing staff.
- Proven skills in communication, problem solving, conflict management, directing change management including human resources organization strategic development and effectiveness.
- Ongoing commitment to continuous learning and employee development.
- 3-5 years of progressively responsible positions in human resources
- Experience in supervising and managing a professional staff, HR courses/certification a plus.
- Knowledge of human resource systems, databases and reporting, experience with DEI programs and implementation a plus.

### **Environment**

- This is primarily an in-office position

**This position is:** Full-Time/Exempt

### **Salary Range:**

- \$70K-\$95K Annually

### **Employee Benefits & Perks**

- 3 Weeks of paid time off for full time employees, including paid time off to volunteer
- Employee health, dental, And vision insurance, including FSA and HSA programs
- Life and disability insurance
- 401K plan, with access to financial planning & financial wellness programs
- Subsidized parking, employee recognition and annual award programs
- Super FAC's, annual company outings and other company activities
- Dog Fridays, employee purchase plan for products, and a variety of flex spaces to support work style
- Fitness room, outdoor spaces and a Kegeerator/wine in our centralized downtown location