



## Human Resources Manager/Office Manager

### Salary

\$65,000 - \$75,000 a year

Job Type: Full-time (Monday through Friday, 7:30 a.m. to 4:00 p.m., 30-Minute Lunch)

### About Our Company

Established in 1991, Alpine Research Optics (ARO) has a distinguished reputation for providing optics to the laser, semiconductor, and medical and scientific research markets, produced in its clean modern facility in Boulder, CO. We are very proud to have many of the world-renowned universities and national laboratories as permanent customers. Learn more online at <https://arocorp.com/>.

### Job Opening Summary

Position: Human Resources Manager

Department: Administration

Reports to: President

### General Responsibilities Outline

- Responsible for managing and facilitating the recruitment process, including but not limited to: posting positions, screening candidates, conducting interviews, setting up interviews, pre-employment testing and drug screenings, and making job offers.
- Manages the onboarding process for new hires by ensuring they are set up in their respective departments and conducting orientation.
- Responsible for all financial and accounting functions, including but not limited to: payroll, invoicing, A/R, A/P, collections, cash management, tax payments, cost control, and internal and external reporting, month and year end close and use tax reporting.
- Maintains company records in an organized, effective, and confidential manner

- Directly manages Shipping Clerk through delegation and supervision of a variety of responsibilities
- Administers company benefits in accordance with guidelines.
- Assists department leaders with employee management, including but not limited to: training coordination, coaching and disciplinary actions.
- Manages employee exit administration.
- Ensures employee records are properly maintained and kept confidential.
- Maintains up-to-date knowledge of all state and federal laws related to human resource matters and ensures compliance thereof.

### **Qualifications**

- Relevant college degree, courses and/or work experience
- At least five years of human resource management experience
- Proficient with Microsoft Office suite
- Experience with ERP systems
- Methodical and detail-oriented
- Organized
- Effective writer and oral communicator
- Flexible and adaptable to changing priorities
- Strong work ethic
- Positive attitude

### **About Our Benefits**

ARO offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, paid holidays, paid sick time and paid vacation.

### **COVID-19 considerations**

We are staying up-to-date and adhering to COVID-19 precautions.