



About Our Company

Established in 1991, Alpine Research Optics 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.

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.
- In conjunction with Office Manager, 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 in coordination with Office Manager.
- Works with the Office Manager to ensure 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.