



HR Coordinator

Department: Administrative

Location: Littleton, Colorado

U.S. Citizenship Required for this Position: Yes

Schedule: Part-Time

Description of Business Environment:

Rocky Mountain Scientific Laboratory is an engineering technology and services company made up of scientists and engineers with advanced academic degrees and specialized experience. Our experts possess extensive knowledge and capability in energetic materials and military systems enabling them to offer analytical characterization, modeling & simulation, design, system integration, prototyping, test engineering, and proof-of-concept production services covering a wide range of applications.

RMSL is an Equal Employment Opportunity (EEO), Affirmative Action employer and welcomes all qualified applicants. All qualified applicants will receive fair and impartial consideration for employment without regard to race, color, religion, sex, age, disability, veteran status, national origin or other legally protected status. An applicant with a disability or a disabled veteran can request reasonable accommodation to apply for one of our positions.

Specific Job Description: The HR Assistant is responsible for performing HR-related duties for a small and growing company and will report directly to the Controller. This position administers and maintains all HR activities and programs and carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment, and employment law compliance.

Duties Include:

- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Administers benefits programs such as life, health, dental, vision, and disability insurances, retirement plans, PTO, holidays, leave of absence, and employee assistance
- Reconciles benefits statements and processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions
- Verifies and maintains I-9 documentation
- Maintains HR, hiring and personnel records in accordance with external and internal requirements
- Assists with processing and documentation of personnel issues including disciplinary actions and terminations
- Administers performance review program
- Responsible for the recruitment process including posting job openings, applicant tracking and follow-up, scheduling and conducting interviews and testing, and responding to inquiries
- Conducts new hire orientation to foster positive attitude toward company goals
- Coordinates HR events, benefits open enrollment, and company-wide meetings
- Maintains the RMSL employee handbook and policies
- Assists in administering safety programs to include policies, meetings, trainings, drills, trouble shooting, maintaining information, and compiling reports
- Supports management in interviewing, hiring, terminations, promotions, performance reviews, safety, and sexual harassment training



- Advises management in appropriate resolution of employee relations issues
- Responds to inquiries regarding policies, procedures, and programs
- Additional tasks as needed

Required Skills:

- Commitment to delivering results, solutions oriented; strong organizational skills and ability to problem solve and multi-task
- Ability to examine and analyze issues independently, process and reconcile data, and plan, prioritize, and organize own workload
- Ability to work independently and as an effective team player
- Excellent verbal and written communication skills
- Strong interpersonal skills, professionalism, discretion, and high level of customer service
- High level of personal integrity and ability to maintain confidentiality
- Must be flexible and able to respond positively to changes or episodic workload adjustment due to change in volume or priorities
- Physical requirements:
 - Must be able to sit for extended periods of time; must be able to lift up to 25 lbs.; must have the ability to see near and far and work with a computer monitor on a daily basis
 - Required to bend, sit, stand and lift to perform job effectively

Minimum Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Strong proficiency in Microsoft Office Suite: Outlook, Word, Excel and PowerPoint
- US Citizenship

Preferred Qualifications:

- Experience with ADP Resource
- Experience in the following areas:
 - Recruiting
 - Benefits administration
 - Employee relations
- PHR/SPHR certification
- Experience working in a small business environment and effectively fulfilling multiple and varied responsibilities

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We offer a competitive compensation and benefits package and a dynamic, team oriented, and fun environment. Some on-the-job training is provided; compensation and title contingent upon experience. If you are interested in knowing more about this great opportunity, please send a resume and cover letter expressing why this role may be suitable for you along with salary requirements to: jobs@rmsl.net.

Visit our website at www.rmsl.net to learn more.