

# HR Generalist

Vertex Innovations, Inc.

Littleton, CO

- Posted 9-5-19
- \$50,000 to \$55,000 Annually
- Full-Time
- Benefits: Vision, Medical, Life Insurance, 401k, Dental

We are seeking an HR Generalist to join our team! You will perform activities in human resources from recruiting new hires to retaining existing hires. The HR generalist manages the day-to-day operations of the human resource for Vertex Innovations, as well as the administration of human resources policies, procedures, and programs. This role will handle employee relations, training and development, benefits, compensation, organizational development, and employment.

If you enjoy the variety that comes with being an HR Generalist offers and pride yourself on your unparalleled internal and external customer service please submit your resume. Vertex is a great company to work for and situated conveniently in Littleton, CO. Vertex is committed to your personal and professional growth, and work-life balance is an essential element for us. You will also benefit from the Colorado culture when you join Vertex. We offer standing desks and sponsor company volunteer days. We like to work hard and take on tough challenges. We encourage a healthy lifestyle, and ensure that you're supported in your career, to enjoy your time inside and out.

## **Responsibilities Include:**

- Screen, recruit, and interview potential employees
- On-board and train new employees
- Implement company culture, values and policies
- Provide management with requested reports and documents
- Coordinate events focused on employee recognition
- Accurately maintain employee files
- Manager HR system and train managerial staff to utilize them
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

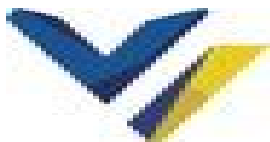
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Act as point of contact for employee benefits administration

**Qualifications:**

- Previous experience in Human Resources, recruiting, or other related fields
- Associates degree , Bachelors in Human Resources preferred
- Knowledge of labor and employment laws
- Ability to build rapport with all employees
- Strong organizational skills
- Excellent written and verbal communication skills

**Vertex Innovations, Inc.**

Who we are: Vertex Innovations, Inc. is a Colorado company founded in 2003 by Wayne and Erica Smith. We could see where the future of communications was heading and wanted to take our passion and skill to build the nation's telecommunications infrastructure. Since those early days Vertex Innovations has managed the buildout of today's wireless and fiber networks connecting millions of Americans and improving their daily lives.



**Address**

Littleton, CO  
USA

[Apply Here](#)