# Candie Fisher

## HR Business Partner

### Description
The HR Business Partner reports to the CFO and is the primary HR lead for the organization. This person will be a trusted advisor, influencer and coach to the team. The ideal candidate is proactive and entrepreneurial, with the ability to marry HR expertise and business goals. They will be comfortable being hands on and stretching to meet the needs of a fast-growing organization. They will understand the nuts and bolts of HR but also have a deep passion for people.

### Responsibilities

- Maintain positive employee relations by creating a responsive, open environment and being available to team members, facilitating open and continuous communication
- Coach others on techniques used to establish and maintain positive employee relations
- Support recruiting and employee development needs within the business
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews
- Facilitate the effective implementation of change initiatives and HR programs to ensure that change is implemented as designed, and in a manner that supports a positive employee experience
- Proactively determine the people implications of any business changes being implemented providing feedback to leaders
- Act as initial point of contact and follow up on employee relations, investigations, worker injuries, leave of absence
- Ensure legal compliance of HR state and federal regulations and applicable employment laws
- Administer payroll and benefits

### Qualifications

- Ability to communicate clearly and effectively in all situations with strong interpersonal skills
- Proven ability to motivate teams and manage conflict; provide feedback and develop other leaders
- High organization, multi-tasking skills in a fast-paced and ever-changing environment
- A methodical, detail-oriented, and thorough approach to work
- Results-oriented, strong execution and follow up skills
- An ability to work in both independent and collaborative environments
- High emotional intelligence and exercise sound judgment when dealing with sensitive and confidential matters
- General knowledge of federal and state employment law and benefits administration
- Experience with Paylocity a plus

### Contacts
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**Hiring organization**
Candie Fisher

**Job Location**
Boulder, CO

**Date posted**
June 9, 2019

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