



Human Resource & Office Administration Coordinator

Job Title: Human Resource & Office Administration Coordinator

Type: Full Time

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

Position Overview:

We are seeking a full time Human Resource and Office Administration Coordinator, the “HR Coordinator”, to primarily provide support to the Human Resource and Office Administration function. The HR Coordinator will work closely with the Director of Human Resources in a variety of human resource and office administrative tasks, including hiring and onboarding, data management, legal compliance, management of processes and procedures, vendor management, and office operations. The HR Coordinator will report to the Director of Human Resources.

Tasks and Responsibilities

Human Resource Support

- Support HR Director in the hiring process; reviewing and writing job descriptions, posting jobs, screening applications, scheduling interviews, document management
- Coordinate new employee onboarding training and orientation; new employee paperwork, benefits enrollment, policy overview, coordinate training schedule
- Supports HR Director in legal compliance by monitoring and implementing applicable human resource federal and state requirements as directed
- Support HR Director in implementing and maintaining a HRIS
- Support HR Director in creating and maintaining human resource processes, procedures and organizational structure.
- Provide administrative support with the various workers compensation policies, including claim and audit administration.
- Clerical duties: maintaining records and document management by scanning, emailing and uploading to online file storage, filing hard copy documents for all entities and departments as directed.
- Other human resource tasks assigned as needed and requested

Office Administration Support

- Primary point of contact for office vendors, including management of vendor services and coordinating support tickets.
- Manage and maintain office equipment
- Responsible for setting up new employees in the office environment, including preparing desk space, setting up telecom system, ordering computer equipment, and access to the various office equipment (copiers, Apple TVs, etc).

- Support as directed the day-to-day office operations; implement and maintain office organizational plan, create and maintain office procedures, ordering office supplies, stocking and maintaining the kitchen, maintaining the office cleanliness including management of janitorial vendor.
- Other tasks assigned as needed and requested.

Position Qualifications and skills:

- Minimum 2 year years experience in Human Resources and/or office administration and management
- Bachelors degree in Business Administration, Human Resource Management or similar
- Strong verbal communication skills
- Excellent writing – handwriting, excellent grammar, succinct and error-free
- Quick and proactive thinker, strong problem-solving ability, able to be resourceful and adaptable under pressure
- Works well in team setting, but also a self-starter who is able to work independently
- Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
- Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
- Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
- Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
- Proficiency with Mac Operating Systems and Microsoft Office applications.
- Absolute discretion when it comes to personal and confidential information.

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

Application Process:

Candidates should send a cover letter, available start date, résumé and salary requirements to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.