



Human Resources Manager

Job Title: Human Resources Manager

Type: Full Time, Exempt

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company with a focus on place-oriented design, timeless materials, and integration of uses (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:

Urban Villages is seeking a Human Resources Manager to oversee all functions of Human Resources for our growing and evolving company. The HR Manager is a strategic and hands on role that will be responsible for talent recruitment, employee relations and retention, benefits administration, and best practices for policies, legal compliance, and health and safety programs, among other aspects of HR typical of small businesses.

We seek a manager with passion for aligning our workplace culture with the company's mission of "creating places that endure, inspire and connect." At the foundation of this culture is teamwork, ingenuity, attention to detail and communication. The HR Manager must be a proactive and leadership-oriented person who promotes this culture in all aspects of employee relations. The successful candidate will bring well-rounded experience in human relations to help position Urban Villages as a top workplace. The ideal candidate possesses prior relevant experience in the real estate, finance or legal industries. This position reports to the Chief Operating Officer.

Primary Tasks and Responsibilities

- Drive employee recruitment by preparing job descriptions, advising on market competitive compensation, screening applicants, and participating in interviews
- Onboard new hire employees through completion of documents, benefits enrollment, policies overview and training coordination
- Implement and maintain a HR information system for centralization of HR data and efficiency of department operations
- Administer employee benefits plans, assess needs and marketplace trends, and provide internal customer support
- Manage employee training and professional development programs
- Ensure legal compliance by monitoring and implementing applicable laws and regulations, conducting investigations and maintaining records
- Advise managers on employee performance appraisals, coordinate management conferences with employees, and counsel managers on employee discipline situations
- Support company culture through events and occasional perks that promote employee engagement and happiness
- Create and maintain HR department organization and efficiency
- Manage employee health and safety programs, including development of policies, fostering a culture that prioritizes safety and compliance with applicable laws
- Other tasks assigned as needed and requested.

Position Qualifications and skills:



- Minimum 3 years of experience in Human Resources and 1 plus years in HR management highly preferred
- Minimum of a bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- aPHR or PHR certified highly preferred
- Knowledge and experience in employment law, recruitment, employee relations, safety, employee engagement, and employee development
- Outstanding interpersonal relationship building and employee coaching skills
- Experience in the administration of benefits and compensation programs
- Demonstrated ability to coach organization managers in employee performance and relations situations
- 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
- 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:

In order to be considered for the position, candidates must 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.