



CULTIVATE

Cultivate: HR Generalist PART-TIME in Boulder, CO

About Us:

Here at Cultivate, we deliver premium, brand name gift experiences for companies that want to reward their top performing employees or customers with an on-site event. Whether you're looking to gift your employees with a new pair of sunglasses, a name-brand watch, or an artisan gift that was locally made, Cultivate will provide a pop-up boutique with on-site staff at your event to provide a one-on-one experience ensuring your employees will walk away with a gift that they love and an experience they'll never forget. Founded in 2010, Cultivate is headquartered in Boulder, CO. In addition to its' full-time staff, the company has over 100 independent contractors to service gift experiences at events in their top markets including Colorado, California, Florida, Arizona, Hawaii and more.

What you will do:

As Cultivate's part-time HR Generalist, you will be responsible for the administration of all HR policies, procedures, and programs. These responsibilities will cover the following functional areas: organizational development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, and employment.

More specifically, requirements we are looking for include:

- Proactively lead as a Change Agent within the organization in order to keep our company healthy and moving forward
- Lead company growth and development by handling recruitment, onboarding, new hire and employee/company-wide training, and succession planning
- Provide coaching to Managers regarding professional development; proactively guiding them through performance enhancement, performance reviews, and hands-on mentoring.
- Identify and implement an effective Training and Development program for both the leadership team and team members
- Create and implement an employee recognition program for years of service and professional achievements
- Act as culture ambassador and provide oversight of any personnel action in terms of resolving workplace issues and mitigating risk
- Establish and administer human resource plans and procedures
- Manage employee benefits including but not limited to the following:
 - Healthcare
 - 401k (elections and compliance)
 - Workers compensation and unemployment insurance



- Manage and track the following items as they relate to employee compensation
 - Administer semimonthly payroll
 - Paid time off

Minimum qualifications:

- Bachelor's degree required
- Minimum of 5-8 years experience within HR and staffing
- Understanding of employment and 1099 employee laws
- Strong oral and written communication skills
- Highly organized, detail oriented, self-motivated & problem-solver
- Proficiency with MS Office software applications, notably Microsoft Excel, is a must
- Capability to multitask and work on a variety of projects and teams
- Ability to understand workflow processes, analyze, interpret, and comprehend detailed processes, reports, and procedures
- Strong problem solving skills and the ability to independently prioritize tasks, issues, and information

The above description reflects most duties assigned to the position. Please note, other responsibilities may be requested at any time.