



BUILDING INFRASTRUCTURE
For a Better Life

NOW HIRING

➡ Send resume to HR@BTConstruction.com

HR COORDINATOR

Under the guidance of the Human Resource Manager, the HR COORDINATOR assumes a pivotal role in driving the momentum for one of the Company's most vital assets: its people. As the foremost representative of BT, the HR COORDINATOR will seek to identify and attract highly qualified candidates and perform the initial recruitment processes to align the employee with their role in the Company. In addition, the HR COORDINATOR contributes to the company culture by planning and orchestrating various company events.

Position Responsibilities:

- Source candidates through diverse search methods to cultivate a robust pipeline of qualified candidates.
- Coordinate and participate in career fairs to engage with potential candidates. Deliver recruitment presentations targeted at specific groups.
- Screen candidates by thoroughly reviewing resumes, job applications, and conducting phone screenings; Conduct reference checks as necessary.
- Support the interview, selection, hiring, and onboarding processes.
- Maintain an updated work structure by revising job requirements and descriptions for all positions.
- Manage the Company's performance evaluation platform and schedule hourly employee performance reviews.
- Collaborate with the Safety Department to assist with onboarding orientation and tracking employee training courses.
- Plan, coordinate, and execute various company events and activities.
- Expertise in event logistics, vendor management, budgeting, and creative event design is crucial.
- Strong communication and event project management skills required, desire to create impactful events aligned with company core values.

Job Requirements:

- High school diploma
- Excellent communication (verbal/written) and customer service skills, public speaking
- At least one year of experience in recruitment, event management or a related field preferred
- Knowledgeable in the utilization of social media, blogs, job sites, and other resources to find qualified candidates
- Highly proficient in Microsoft Office, PowerPoint; Vista experience a plus.
- Knowledge of employment laws and regulations
- Working knowledge of interview techniques and applicant screening methods including sexual harassment awareness, supporting diversity, employee classifications
- Knowledge of company mentorship programs
- Ability to lift up to 50 pounds
- Occasional after-hours/weekend work required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned. This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening, background, and reference checks. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Company Paid Benefits

Competitive Wages ▪ Health, Dental and Vision Insurance ▪ 401K –After 1 year ▪ Life/AD&D Insurance
Referral Program ▪ Paid Time Off and Holiday Pay ▪ Mentorship Programs

SAFETY ▪ INTEGRITY ▪ EXCELLENCE ▪ DETERMINATION ▪ COMMUNITY ▪ FUN

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