



People Resource Associate

ABOUT ODELL BREWING

Since 1989, the culture of family and collaboration has thrived, fostering a brewery full of beer-centric people. It is this passion for beer that inspires Odell Brewing to create quality, hand-crafted and innovative brews. Odell Brewing Company (OBC) is committed to providing exceptional service to its customers while making positive contributions to their co-workers and community through its outreach and charitable giving programs. Odell Brewing is the 17th largest craft brewery in the United States and currently distributes in 20 states. In 2015, Odell sold the majority of the company to its co-workers (now co-owners) in a combined management buyout and Employee Stock Ownership Program.

Our collective leadership and independence empower us to build a culture of ownership where we contribute, educate, and innovate, while keeping Colorado at our core. Always Better.

POSITION SUMMARY

As a trusted member of the Human Resources (HR) Team, the People Resource Associate will work closely with the Chief People Officer (CPO) and the Odell Resource Team to support our co-workers. Primary responsibilities will be in the following functional areas: recruitment/selection, compliance, payroll and benefit administration, and new co-worker orientation.

ESSENTIAL FUNCTIONS

- Models leadership and promotes a positive Odell culture
- Works closely with Odell co-workers and ensures that teams are supported
- Facilitate recruitment and selection process for open positions and is responsible for scheduling and facilitating new co-worker onboarding process
- Work with Talent and Inclusion Coordinator to create and carry out talent acquisition strategy to meet strategic diversity goals
- Coordinates Brew Sibling mentor program
- Effectively communicates relevant topics across the organization
- Maintains metrics and prepares periodic reports to evaluate/measure HR programs and processes. Recommends new approaches and procedures to continually improve efficiency of the department and services performed
- Align practices and processes with Odell Diversity, Equity, Inclusion (DEI) strategy
- Maintains knowledge and ensures compliance with federal, state and local employment, safety, benefit, and payroll laws and regulations
- Along with the CPO, oversees benefits administration and provides evaluation and insight into overall benefit plans.
- Effectively answers questions and communicates benefit and payroll information to co-workers
- Works with benefits broker on open enrollment and problem resolution on behalf of OBC
- Ensures the accurate and up-to-date maintenance of human resource information system records
- Reviews and approves payroll
- Effectively processes and tracks leaves of absence
- Participates on internal OBC committee(s) and seeks out additional responsibilities.



People Resource Associate

- Works with HR team to continually assess equity in processes and establish best practices
- Leads and/or works on various HR related projects as appropriate

EXPERIENCE/SKILLS REQUIRED

- Bachelor's Degree or equivalent in relevant experience and education required
- Preferred 1-3 years of HR experience with working knowledge of recruitment, benefit and payroll administration, and federal and state respective employment laws
- The ability to effectively communicate and engage with internal and external contacts
- A desire for continued process improvement
- Passion for creating an inclusive and equitable workplace
- Previous experience in DEI implementation and onboarding a plus
- Ability to build and conduct effective presentations to large groups
- HR Certification a bonus
- Demonstrated ability to organize, prioritize, and multi-task on a daily basis
- Computer proficiency in Microsoft Office Excel, Word, and Power Point

COMPENSATION

Salary Range:

\$50,000 - \$55,000/yr *depending on experience*

Odell Brewing offers a competitive benefit package including:

- Employee Stock Ownership Program
- Medical/Dental/Short & Long Term Disability/Vision benefits
- 401(k) retirement plan with company match
- Paid Time Off
- Paid Holidays
- Weekly beer allotment
- Employee Assistance Program
- Parental Pay

If you think you are the person we are looking for, we look forward to hearing from you. Qualified and interested individuals, please submit application, resume and cover letter to jobs@odellbrewing.com with **"People Associate"** in the subject line by June 25th, 2021.

Equal Opportunity Employer – Odell Brewing Company provides equal employment opportunities to all employees and applicants for employment without regard to race, age, creed, color, religion, national origin or ancestry, marital status, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.