



## **Job Announcement**

Position Title: **HR Generalist**

Date Posted 5/29/2026

Department: Human Resources

Reports To: HR Director

Location: Keenesburg, Colorado

FLSA Status: Exempt / Full-Time

Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3.1 million acres of land across 43 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

### **Position Summary**

The HR Generalist supports the full range of Human Resources functions and serves as a trusted partner to managers and employees across the organization. This role requires strong knowledge of HR operations, employment law, and HRIS management preferably with experience using UKG software. The ideal candidate is a hands-on professional who thrives in a fast-paced construction, manufacturing or similar environment and can balance employee relations, recruiting, compliance, and strategic HR initiatives.

### **Key Responsibilities**

- Administer and maintain HR programs and processes including onboarding, benefits administration, compensation, performance management, training, and compliance.
- Manage the recruitment lifecycle: create job postings, source and screen candidates, coordinate interviews, and support the hiring process through offers and onboarding.
- Serve as a UKG system administrator, ensuring data accuracy, reporting, and troubleshooting user issues.
- Advise managers and employees on HR policies, procedures, and employee relations matters while ensuring alignment with employment law and company values.
- Support performance management and talent development initiatives, including coaching managers and facilitating feedback processes.
- Collaborate with payroll and finance teams to ensure accurate and timely processing of employee data and pay changes.
- Assist in developing, revising, and implementing HR policies to ensure compliance with federal and state employment laws.
- Prepare and analyze HR metrics and reports to support data-informed decision-making.

- Participate in special HR projects and process improvement initiatives as assigned.

## Qualifications

- Education: Bachelor's degree in Human Resources, Business Administration, or related field required; HR certification (PHR, SHRM-CP) preferred.
- Experience: 5+ years of progressive HR generalist experience; experience in a fast-paced or multi-site environment preferred.
- Technical Skills:
  - Strong proficiency in UKG Ready HRIS system.
  - Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
  - Experience with Viewpoint Spectrum a plus.
- Knowledge:
  - In-depth understanding of employment law, HR compliance, and best practices.
  - Familiarity with full-cycle recruiting, employee relations, and benefits administration.
- Core Competencies:
  - Exceptional interpersonal and communication skills.
  - Ability to handle confidential information with integrity and professionalism.
  - Strong organizational and analytical skills with attention to detail.
  - Proactive, resourceful, and able to work independently.

## Work Environment

- Standard office environment; ability to work on-site 5 days per week.
- Occasional travel for recruiting events, training, or site visits.

## Salary and Benefits:

- Anticipated Starting Hiring Wage Range: \$70k-110k annually depending on skills and experience.
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

## To Apply:

Please submit a detailed resume and a cover letter addressing the position requirements, along with three (3) professional references, which should include current or former supervisors to: [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).

## Notice to All Applicants:

1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).

**Huwa Enterprises is an Equal Opportunity Employer:**

*It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).*