



## **Human Resource Specialist**

*Notchtop Café LLC (dba Notchtop Bakery & Café) is looking for Human Resource Specialist to join our team in Estes Park, Colorado.*

**Job Description:** Creating, implementing, and evaluating all human resource department policies, procedures, and structures; Managing health and life insurance programs; Designing and implementing effective training and development plans; Performing quarterly and annual employee performance reviews; Ensuring all employee records are maintained and updated with new hire information or changes in employment status; Identifying the company's hiring needs and managing the recruitment process to ensure it runs smoothly; Tracking department budgets; Responding to employees' queries and resolving issues in a timely and professional manner.

## **Job Requirements:**

Education: Bachelor's Degree in Psychology, Human Resources Management or Business Administration required.

Experience: 6 months on the job offered or closely related position required.

**Salary:** \$47,700.00 per year.

**Email:** [Notchtapestespark@gmail.com](mailto:Notchtapestespark@gmail.com)

**Mail Resume** to 459 E Wonderview Ave., Unit 5, Estes Park, CO 80517.