

### ***About FPPA***

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of only 60 staff located in Denver. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

### ***Position Summary***

The HR Assistant will support the mission and daily operations by executing HR policies and procedures; performing recruitment, onboarding, exit procedures and various training programs; assisting with payroll and benefits; supporting managers with performance management and employee training/development; employee recognition and events; and responding to employee questions and employee relations issues.

### ***Required Qualifications Summary***

- Knowledge of human resources body of knowledge, to include but not limited to employee relations, recruitment, training, performance management, compensation and benefits
- Familiarity with administrative tasks and responsibilities
- Excellent verbal and written communication skills
- Strong computer skills, including MS Word/Excel/PowerPoint; data entry, data processing, communication tools and payroll and human resources software
- Strong empathy and interpersonal skills; able to communicate effectively with supervisors/managers, coworkers, vendors, and other departments.
- Detail-oriented with excellent analytical, problem solving, and organizational skills
- Excellent customer service skills and orientation
- Strong ethics and discretion with confidential or sensitive information
- Able to read and understand information and ideas presented in writing or in alternative form
- Able to conduct training and make effective presentations to diverse groups
- Able to multitask, prioritize, and manage time efficiently
- Strong ethics and discretion with confidential or sensitive information
- Possesses cultural awareness and sensitivity

### ***Additional Qualifications***

If offered this position we do conduct a full background check and drug test.

#### **FPPAco.org**

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(303) 770-3772

(800) 332-3772

(303) 771-7622 fax

***Salary and Benefits***

In addition to working for an organization with a phenomenal mission and positive team-oriented work environment, this opportunity offers a salary range in the \$50,000 to \$60,000 range, dependent on experience, along with a long list of benefits that include medical, dental, vision, life insurance, paid vacation, paid sick, paid holidays, short/long term disability, life insurance, and a defined benefit retirement plan through Colorado PERA.

***How do you apply?***

Please send your resume and cover letter to Human Resources, [humanresources@fppaco.org](mailto:humanresources@fppaco.org).