



BEGA North America is a world renowned manufacturer of architectural lighting, control and furniture solutions.

Who we want to be:

Companies create a vision statement to answer a very important question, where are we going? A vision statement says what the organization wishes to be like in some years' time. It's usually drawn up by senior leadership to take thinking beyond day-to-day activity in both a clear and memorable way. Here at BEGA, our vision is to be the industry's premier provider of architectural outdoor lighting, control, and furniture solutions.

Why we exist

Companies create a mission statement to answer the most important question, why do we exist? Its aim is to provide focus for management and staff. Mission is synonymous with shared purpose and emphasizes how the organization should view and conduct itself. Our mission should find a way to express the organization's impact on the lives of whomever we are trying to serve, and more importantly make them feel it! Here at BEGA, we have an unwavering commitment to quality above all, in our people, products, partners, and processes. Therefore, our mission is to build quality into everything we do.

Who we are

Why does a company take time to define its core values? Because values govern behavior and describe our organization's desired culture.

Fostering Trust – Everyone at BEGA is responsible for creating an environment of trust. To do this, each of us must have the freedom to communicate with anyone, and it must be safe for everyone to offer ideas.

Building Community – We are a diverse community of passionate and self-driven individuals who act with integrity, treat people with kindness and respect, hold one another accountable to the highest standards, and collectively promote work-life balance.

Embracing Growth – We embrace perpetual growth and development, continuous learning, and constant improvement, enabling the brand, the organization, and the individual to realize their full potential.

Living Responsibly – We are committed to social responsibility and minimizing our impact on the environment over time. To deliver on this mission critical promise we take a balanced approach to people and the planet.

What we believe in

Respect – we treat everyone with respect by being polite and kind.

Integrity – we act with integrity by being honest and following our moral and ethical convictions.

Ownership – we possess an orientation of ownership and a mentality that desires us all to thrive.

Accountability – we lead by example, always accountable for doing what we agreed we would do.



Position Profile

Under general supervision of the Human Resources Director with a dotted line to the Plant Manager, the Human Resources Generalist plays a pivotal role in fostering employee relations, employee engagement, talent management, full cycle recruitment, benefits administration, policy design, interpretation and adherence, the development of process improvement, oversight of performance and compensation, managing HRIS, providing compliance training and offering consultative services to management team and associates.

Knowledge & Experience

- Bilingual Preferred
- Minimum of a BS/BA degree in human resources, communications, psychology, or related field preferred
- Preferred 5-7 years' experience in the capacity of HR Generalist
- Strong knowledge of Colorado and federal employment laws, including ADA, ADEA, EPA, PDA, FLSA, employment benefits law, and workplace safety laws
- Knowledge of leaves of absences including FMLI, FMLA, ADA and Workers Compensation
- Collaborative and service-oriented, positive, and focused in times of adversity.
- Must have the capacity to quickly learn and navigate HRIS programs, HR functional systems and payroll best practices
- Must have strong problem-solving skills and an analytical approach
- Possesses professional attitude, self-starter, resourceful, and takes full ownership of this role and responsibilities, superb organizational and time management skills, results-oriented, self-driven, and resourceful
- Strong business acumen
- Excellent communication skills, both verbal and written
- Proven track record of exercising good judgment and superb leadership skills
- Proficient in Microsoft Office and above average knowledge in various HRIS programs

What you'll do

- Promote BEGA Culture and Core Values
- Assist in resolving employee relations issues fairly and successfully



- Address employee questions regarding benefits and assist in resolution
- Provide and coordinate a comprehensive onboarding for new staff, ensuring that they feel welcome and understand company policies and procedures
- Partners with management team to establish staffing needs and the recruitment/selections process
- Identify opportunities and assist in the performance review process and development of associates
- Possess a solid understanding of diverse human resource subject areas, including compensation practices, organizational diagnosis, employee diversity & inclusion, performance management, and federal and state respective employment laws
- Perform research and make recommendations for changes and additions to policies, benefits, compensation and other employee related engagement and retention services
- Ensure HR records and employee files comply with federal and state guidelines, and that proper confidentiality is maintained.
- Assist as HR Safety Committee Liaison for compliance and risk mitigation
- Assist in the training and development of BEGA associates
- Support continuous improvement within the department and BEGA in order to foster an atmosphere of service excellence and quality
- Perform other duties as assigned

Performance Measurements

- Demonstrate a high standard of work ethic, confidentiality, respect, ownership, professionalism, punctuality and reliability
- Evaluate, promote, and support continuous improvement every day.

Leadership Principles

And finally, BEGA has put forth a set of governing principles. If values govern behavior, principles govern consequences, and we've established four principles to provide the entire organization with a set of hierarchical direction for decision making. First and foremost, as a leader at BEGA, you are the Brand. Be proud of it and protect it. Second, People are BEGA's most valuable asset. Our decisions should always reflect this. Third, Safety is our first priority. Zero lost-time accidents is not a goal, it's an expectation. And last but not least, we strive for Excellence in everything we do!



Position Dimensions

- Exempt status
- Works primarily Monday -Friday, some Saturdays as needed
- Location: Broomfield, Colorado (BC2)
- This position is not a “work from home” position (WFH) or remote

Salary Range

\$75,000.00 - \$85,000.00 Annually depending on experience/qualifications reflects the negotiable range for hire.

The top of the range \$95,000.00, is reserved for salary advancement and growth for this position

BEGA Campus 2 (BC2) is part of a master planned community known as Baseline located in Broomfield, Colorado. Baseline is a community created for people who are social by nature, who value experiences over things, and who regularly gaze west towards the Rockies to remind themselves why they live in Colorado. We offer an attractive compensation package, including health care, 401(k), vacation and personal pay, educational reimbursement program, wellness programs and a remarkable work environment.