



HR Manager - Job Description

About FieldFlō

FieldFlō is the management platform purpose-built for specialty subcontractors in construction. We're on a mission to help contractors streamline operations, strengthen safety and compliance, and give their field and office teams the clarity they need to do their best work. We move fast, stay close to our customers, and believe in building tools that make real, measurable impact on jobsites every day.

As we grow, we're looking for an HR Manager who's energized by people, process, and purpose; someone who believes that culture is built through trust, clarity, accountability, and consistent follow-through.

Role Overview

The **HR Manager** will lead and elevate our people operations across hiring, onboarding, development, performance, compliance, and culture. This person will be a trusted partner to leadership and a resource to every employee — helping us build the kind of team that takes pride in their work, cares about each other, and stays aligned on where we're headed.

We're looking for someone who loves building structure in a fast-paced environment, enjoys solving people challenges with empathy and clear communication, and wants to help shape the next chapter of FieldFlō's growth.

What You'll Do

Support Recruiting & Hiring

- Own the full-cycle recruiting process — job descriptions, sourcing, interviewing, selection, and offer conversations.
- Partner with hiring managers to clarify role expectations and ensure alignment with FieldFlō's mission, values, and culture.
- Build a positive, organized hiring experience that respects candidates and keeps communication tight.

Onboarding & Employee Experience

- Lead onboarding that feels personal, structured, and sets new hires up for success from day one.
- Champion a positive day-to-day employee experience where people feel supported, informed, and appreciated.



- Strengthen connection between remote team members through intentional communication and engagement initiatives.

Performance, Development & Coaching

- Facilitate constructive performance conversations and support managers with clear frameworks and expectations.
- Help employees understand their growth paths and support ongoing learning opportunities.
- Provide coaching and guidance to leaders and team members in moments that require clarity, accountability, or reset.

HR Operations & Compliance

- Maintain HR policies, process documentation, and employee records with accuracy and confidentiality.
- Ensure compliance with federal, state, and local labor laws.
- Oversee benefits administration and support payroll processes in partnership with Operations and Finance.
- Strengthen HR systems and streamline workflows as the company scales.

Culture, Alignment & Communication

- Support leaders in communicating decisions clearly and consistently across the team.
- Promote FieldFlō's values, support team health, and help reinforce a culture of accountability and follow-through.
- Identify friction points and partner with leadership to solve them proactively.

Who You Are

- 3–5+ years in Human Resources, People Operations, or an equivalent role.
- Strong understanding of HR best practices, employee relations, and compliance.
- Excellent communicator — clear, concise, and grounded.
- Comfortable holding confidentiality, navigating sensitive conversations, and balancing empathy with accountability.
- Organized, proactive, and able to manage multiple priorities with ease.
- Energized by fast-paced environments, continuous improvement, and building from the ground up.
- Familiarity with construction, trades, SaaS, or startups is a plus (not required).
- HR certification (PHR, SHRM-CP/SCP) is a bonus.



Why You'll Love Working at FieldFlō

- We're solving real problems for real people in construction.
- We move quickly, give team members ownership, and celebrate wins together.
- Our culture is collaborative, supportive, and transparent.

What We Offer

- Competitive compensation aligned with U.S. market expectations;
- Option to enroll in health/dental/vision insurance;
- Monthly internet/cell-phone stipend;
- Paid U.S. holidays and PTO
- A collaborative, mission-driven culture focused on solving real-world problems;
- Opportunity to shape and scale a fast-growing vertical SaaS platform serving essential industries, while having fun doing it
- Salary range for this role is \$105-\$125K OTE, dependent on experience.

Note: reviewing serious applicants only. Please apply only if you have HR experience, and are able to work full-time from the greater Denver-Metro area in Colorado. Send resume and cover letter to recruiting@fieldflo.com as we will not be reviewing submissions via LinkedIn.