



Human Resources Manager

WellRight is a leading provider of corporate wellness software; software that helps companies help their employees become healthier. At WellRight, we live and breathe wellness. The environment is fun, energetic, and supportive. Our mission is to change people for good through positive habit formation.

As a Human Resources Manager, you will report to the CFO and be responsible for managing all Human Resources matters, such as recruitment, onboarding, compensation administration, employee relations, talent management and development, employee data maintenance, and reporting. Take initiative, work on issues proactively and identify & implement solutions.

Job Description

- HR function - Develop and monitor effective policies and procedures for company and HR department, in line with HR trends and best practices; maintain employee handbook, HR dashboard; manage Office Manager
- Employment - Establish and lead hiring practices and procedures; identify candidates, check references, draft offers, and guide onboarding
- Benefits - Recommend cost-efficient employee-serving benefits to CFO; collaborate with the broker on orientation and training, administer and recommend changes
- Compensation - Assist in establishing compensation structure and policies; collaborate with the assistant controller on payroll, expense reimbursement, and budget
- Compliance - ensure compliance with labor and employment laws; InfoSec & Privacy regulations and policies (HIPAA, SOC2)
- HRIS - Leverage system to improve efficiency and employee experience; evaluate and recommend add-on services
- Performance management - Lead the implementation of continuous feedback and OKRs for the development and retention of a superior workforce
- Culture - manage employee relations and communications, including all-hands meetings, employee recognition, events, and committees

Requirements

- Bachelor's degree in HR or related
- HR certification preferred
- 5 years of progressive HR experience
- Knowledge and experience in compensation and benefits, organizational planning and development, recruitment, employee engagement, and development
- General knowledge of various labor and employment laws and practices
- HR experience in a technology startup preferred
- Excellent computer skills in a Google environment (Sheets, Drive, etc.) and Paylocity (HRIS)
- Strong project management and organizational skills, extreme attention to detail
- Excellent interpersonal skills, writing skills, communication, and presentation skills
- Ability to work independently and multi-task effectively