

Senior Associate People Operations

Description

About us: Parsley Health is a digital health company with a mission to transform the health of everyone, everywhere with the world's best possible medicine. Today, Parsley Health is the nation's largest health care company helping people suffering from chronic conditions find relief with root cause resolution medicine. Our work is inspired by our members' journeys and our actions are focused on impact and results. The opportunity: As Parsley Health's Senior Associate, People Operation, you will support our organization and will partner directly with the People & Culture team to support People operations and programs. You are the trusted point of contact for all employees and help navigate them through People Operations (POps) processes. You have strong attention to detail, you are a team player, skilled at streamlining processes, super organized and maintain sensitive employee information. You will report to the Director of People. We're seeking candidates based in the greater NYC area. While this opportunity is remote-first, the expectation is for this role to work from our NYC Center based in Flatiron, Manhattan once per week. What you'll do: Support employees on a day-to-day basis and answer questions about company policies Process non-exempt and exempt payroll in Justworks; maintain accurate records to support payroll transactions Manage the time and attendance system (Justworks Hours) Develop and maintain non-exempt communication and facilitate trainings for non-exempt employees and managers Partner with team members cross-functionally on new hire onboarding tasks to ensure a smooth onboarding experience Manage the offboarding process including communications and transactions related to voluntary and involuntary departures Process all employee related changes across all POps systems Manage employee folders including tracking and saving all employee documentation Manage Unemployment Insurance accounts and updates with Justworks Compile and submit data in support of annual reporting requirements related to HR and company-wide compliance (e.g., EEO report, California Pay Data report) Manage internal and external-employee data for accurate reporting (e.g., Justworks, employee census, company wide org chart) Maintain and update the HR Tech Stack admin (Culture Amp, Justworks, Docusign, Lucidchart, E-Verify) Own the partnership with the 3rd Party LOA vendor to manage the end-to-end leave of absence and coordinate the workplace accommodations process Stay up to date on compliance and employment law; make recommendations to ensure Parsley remains compliant Partner with People Leadership to execute and operationalize policy updates and changes Support the execution of initiatives, programs and events to drive employee engagement initiatives across the company What you'll need: At least 3 years experience in Human Resources or People Operations in a start-up in an operational capacity Proficient with Justworks, time tracking systems and processing payroll for non-exempt employees Detail-oriented and an organizational powerhouse Tech-savvy Excellent written and verbal communication skills Ability to multitask and prioritize in a fast-paced environment without sacrificing attention to detail Track record for taking on initiatives to establish and refine processes Familiarity with managing people metrics and reports Super comfortable in a people-focused role — you work with others and can communicate with anyone Flexible and adaptable – things change often and we need someone who can adapt quickly Benefits and Compensation: Equity Stake 401(k) + Employer Matching program Remote-first with the option to work from one of our centers in NYC or LA Complimentary Parsley Health Complete Care membership Subsidized Medical, Dental, and Vision insurance plan options Generous 4+ weeks of paid time off Annual professional development stipend Parsley Health is committed to providing an equitable, fair and transparent compensation program for all employees. The starting salary for this role is

Hiring organization

Parsley Health

Job Location

New York City, New York, United States

Base Salary

\$ 70000 - \$ 175000

Date posted

April 25, 2024

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between \$75,000 – \$85,000, depending on skills and experience. We take a geo-neutral approach to compensation within the US, meaning that we pay based on job function and level, not location. Individual compensation decisions are based on a number of factors, including experience level, skillset, and balancing internal equity relative to peers at the company. We expect the majority of the candidates who are offered roles at our company to fall healthily throughout the range based on these factors. We recognize that the person we hire may be less experienced (or more senior) than this job description as posted. If that ends up being the case, the updated salary range will be communicated with candidates during the process. At Parsley Health we believe in celebrating everything that makes us human and are proud to be an equal opportunity workplace. We embrace diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that the more inclusive we are, the better we can serve our members. Important note: In light of recent increase in hiring scams, if you're selected to move onto the next phase of our hiring process, a member of our Talent Acquisition team will reach out to you directly from an @parsleyhealth.com email address to guide you through our interview process.

Please note: We will never communicate with you via Microsoft Teams We will never ask for your bank account information at any point during the recruitment process, nor will we send you a check (electronic or physical) to purchase home office equipment We look forward to connecting! #LI-RemotePlease mention the word **GORGEIOUSLY** and tag RMjE2LjI0NS4yMjEuOTE= when applying to show you read the job post completely (#RMjE2LjI0NS4yMjEuOTE=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)