Byte

Manager People Operations

Description

Our Mission: To actively connect people to their next great opportunity. Who We Are: ZipRecruiter is a leading online employment marketplace. Powered by AI-driven smart matching technology, the company actively connects millions of all-sized businesses and job seekers through innovative mobile, web, and email services, as well as through partnerships with the best job boards on the web. ZipRecruiter has the #1 rated job search app on iOS & Android. About the Job: As a Manager, People Operations, you will lead a team supporting all things HRIS, compliance, and people processes. This role is integral to our People team, focusing on compliance with local and global employment laws and requirements. Youâ[]ll make a company impact by improving employee experience processes by partnering with cross functional stakeholders and developing scalable solutions. Key Focuses: Lead the People Operations team (with direct reports) responsible for managing the People Teamâ[]s tech stack including HRIS (ADP Workforce Now), Performance Management Suite, and other various people systems Partner with the People Team and cross functional stakeholders (Finance, IT, Talent Acquisition, Legal) in development, implementation, and continuous improvement of HR operational programs Monitor new laws and regulations related to HR compliance & privacy standards and maintain employee policies and handbooks in partnership with employment counsel Manage our HRIS implementation and integrations end-to-end Develop and manage programs and policies related to global mobility and immigration in partnership with immigration counsel Conduct comprehensive audits of HR processes to ensure compliance with both SOX and SOC II regulations Mobilize ZipRecruiterâ[]s people analytics to turn data into stories that lead to actions Minimum Qualifications 6+ years of experience in people operations and/or HR operations with HRIS management 3+ years of experience of direct people management Extensive experience in project and program management from conception to execution Bachelorâ[]s degree in Business, Human Resources, or related field Preferred Qualifications Excellent at influencing cross-functional stakeholders and leaders to garner buy-in Strong knowledge of ADP Workforce Now Proficiency in Microsoft Suite and Google Suite As part of our team youâ[]ll enjoy: Competitive salary Exceptional benefits package Flexible Vacation & Paid Time Off Employer-matched 401(k) plan #LI-Remote The US base salary range for this full-time position is $130,000 – $160,000. Our salary ranges are determined by role, level, and location, and the range displayed on each job posting reflects the minimum and maximum target for new hire salaries for the position across all US locations. Within the range, individual pay is determined by work location, role-related knowledge and skills, depth of experience, relevant education or training, and additional role-related considerations. Depending on the position offered, equity, bonuses, commission, or other forms of compensation may also be provided as part of a total compensation package, in addition to a full range of medical, financial, and other benefits. Please mention the word **MESMERIZING** and tag RMzQuODYuMTYzLjE1Mg== when applying to show you read the job post completely (#RMzQuODYuMTYzLjE1Mg==). 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

Hiring organization
ZipRecruiter

Job Location
Santa Monica, California, United States

Base Salary
$ 50000 - $ 75000

Date posted
May 26, 2024

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