

HR Manager Operations

Description

Position Title: HR Manager, Operations (Remote, US Experience) Contract: Full-time, Independent Contractor Location: South America, Europe, or UK Salary: Salary is dependent on location and experience Description: A well-established and growing international law firm is looking for an HR Manager (Operations) to support our growing team. A strong preference for candidates that have gained experience in US HR projects. Our Firm: Sterlington was founded by a senior partner from a large NY-based law firm. We are headquartered in New York, though candidates work remotely. Our clients include private equity and other investment funds, multi-billion-dollar family offices, public and private companies, investment banks, high-net worth individuals, and startups. Learn more at: www.sterlingtonlaw.com. We are seeking a dynamic person with a passion for entrepreneurship and sophisticated work. Join our cutting-edge, tech-savvy law firm and immerse yourself in a forward-thinking environment that encourages innovation. The Role: The HR Manager will play a role in building and maintaining the Firm's operational performance and support the delivery of our people strategy and the identification and implementation of a Human Resource Information System (HRIS). The HR Operations Manager will have worked in a matrixed environment and will be able to bring a commercial, business savvy and data-led approach to achieving ambitious growth and business goals. As a remote working Firm, we work across many jurisdictions, including the US, UK, and Europe; therefore, knowledge and/or experience in scaling businesses internationally is important. Responsibilities: Align HR operational and support services to be compliant, anticipating and exceeding the needs of the business units, regional offices, projects, and other work sites. Providing excellent team member experience within a defined HR service area while delivering continuous improvement initiatives and formulating the best-fit HR services. Identification, development and maintenance of an HR data and information platform to support the team member lifecycle and provide accurate MI. Conducting Quality Assurance (QA) work for our HR workflows in ensuring that we have complete data integrity through our HR transactions and may involve system testing and audits. Working on projects and operational processes that sit across different international locations therefore working or practical knowledge of the US, UK, Europe, and LatAm would be a plus. Qualifications and attributes: 5-7 years of experience of having supported HR operations across various jurisdictions, with an emphasis on the Americas and EMEA regions. Graduate level (or equivalent), in relevant discipline and professional qualification (e.g., UK CIPD level 5 or 7) preferred. Experience working in a scaling small/mid-scale organization with global reach would be a bonus. Experience using project management methodologies (Agile, Prince2, or PMP) desired. Knowledge of HR functions, processes and best practices, and experience working on operations projects. Ability to manage multiple projects and activities simultaneously, with a strong ability to prioritize, organize and work effectively with minimal supervision. Tech savvy and knowledge of data visualization tools i.e., Power BI advantageous. Exceptional verbal and written communication skills. Excellent attention to detail. Ability to work autonomously in a remote, international environment. Comfortable working in a diverse, fast-paced, international business. Fluent, business level communication in English (if not a native speaker). Sterlington is a 100% international virtual law firm. We are headquartered in New York, though candidates may work from anywhere. This position is not currently open to recruiting agency submissions. Please mention the word **BOOST** 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

Hiring organization

Sterlington, PLLC

Job Location

Madrid, Madrid, Spain

Base Salary

\$ 60000 - \$ 110000

Date posted

June 8, 2024

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Contacts

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