



## **HR & Operations Manager**

### **Position Summary**

Reporting to the CEO, the HR & Operations Manager will be responsible for the effective and consistent coordination and implementation of HR and operational business processes and procedures. This role will develop and administer all human resource initiatives, create and implement operational systems and make important policy and strategic decisions to improve organizational efficiency and ensure compliance. By developing and implementing various systems and maintaining positive relationships with vendors, clients, and internal staff, the HR & Operations Manager will help Concussion Legacy Foundation to function effectively.

**Company:** Concussion Legacy Foundation

**Reporting to:** CEO

**Direct Reports:** Finance & Administration Coordinator

**Location:** Remote

**Status:** Salaried employee

### **Responsibilities**

#### **HR**

- Liaise with outsourced PEO (Insperity) to maintain all personnel policies and procedures and provide guidance and interpretation to staff.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance
- Provide knowledge of industry trends and make recommendations to Management Team and Board of Directors for improvement of organization's policies, procedures and practices on personnel matters.
- Act as point person for all staff regarding HR matters
- Conduct full-cycle recruitment of new employees, including placing advertisements, developing contacts with recruiting sources, interviewing, consulting with internal hiring managers and managing orientation and onboarding process.
- Manage staff training/development program.
- Oversee performance evaluation procedures.
- Work closely with Payroll and other HR staff in developing, implementing and evaluating ongoing HR/Payroll programs, functions and activities.
- Maintain accurate and timely benefit accrual information.

#### **Operations**

- Develop, implement, and review operational policies and procedures.



- Work with internal staff and external vendors (including bookkeeper & controller service) to manage organizational finances and payroll processes.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Serve as contact person for employees and vendors regarding office and organizational operations.
- Maintain current professional insurance policies and act as point person for insurance certificate requests from staff, vendors and clients.
- Oversee general remote office operations including managing office needs and moves.
- Collaborate with team members to ensure seamless business execution, reinforce positive morale, and uphold company values.
- Coordinate operations for disbursement of research registry cards.

### **Qualifications**

- Microsoft Office suite. Proficiency with Microsoft Word, Excel, and PowerPoint a plus.
- Salesforce experience preferred.
- Must have a collaborative work style and the ability to partner with all levels of the organization.

### **Requirements**

- Bachelor's degree required.
- 3-5 years of experience in HR, Operations and/or related field
- Knowledge of organizational effectiveness and operations management
- Keen analytic, organization and problem-solving skills which support and enable sound decision making
- Strong interpersonal skills and adept at employee relations including conflict resolution.
- The successful candidate will be a mature, accomplished, and consistent professional who is able to prioritize a varied task list.

### **How to Apply**

Please submit your resume and cover letter to [operations@concuSSIONfoundation.org](mailto:operations@concuSSIONfoundation.org).