



Human Resources Manager – HR Operations

Americas (virtual)

The Human Resources Manager provides support to the HR Department by resolving HR questions and requests from People 2.0 clients and external employees, along with overseeing employee relations and HR compliance related services. The HR Manager is expected to provide impeccable customer service through prompt response to internal operations teams and external customers. This position reports to the Sr. Human Resources Manager. We are a group of fun, creative, and motivated people who are tackling complex human capital management challenges and delivering world-class solutions to our enterprise clients. If you have a desire to be part of a great team, in an exciting and growing space, you'll want to explore this opportunity.

This is an individual contributor role with no direct reports. Management experience is preferred based on the oversight of key client accounts and relationships.

What you'll get to do:

- Develop, implement, and communicate human resource policies to a national workforce operating in all 50 states
- Research and maintain up-to-date knowledge of various local, state, and federal laws in order to assist with making informed and compliant employment decisions
- As the subject matter expert, advise client representatives on employee background screening results and determine eligibility for employment in accordance with applicable law
- Prepare and present training guides and/or webinars based on new legislation or updates processes to internal and external stakeholders
- Oversee state-by-state harassment training process, including keeping up to date with harassment training laws, running weekly payroll reports, following up with incomplete trainings
- Work with Sr. HR Manager on the updating and implementation of handbooks, policies, procedures, and guides
- Partner with the HR team members to respond timely to HR mailbox inquiries and provide impeccable customer service to clients and internal stakeholders
- Work closely with the Human Resources team and client representatives to respond to client and employee inquiries regarding day-to-day employment questions, including conducting investigations and recommending appropriate corrective action
- Maintain and strengthen Human Resources documentation and policies to promote best practice and ensure compliance with legislation
- Support Human Resources team with unemployment inquires and attend unemployment hearings as needed
- Complete monthly, quarterly, and ad hoc HR reports as needed
- Maintain a high level of confidentiality due to exposure and availability to sensitive information
- Provide support to the Human Resources Department with the completion of various tasks, to include employment verifications, requests for records, subpoenas, etc.
- Additional responsibilities as needed



Skills and experience we value:

- Bachelor's Degree in Human Resources, Business or related field
- 5-7 years' experience in an HR role
- Human Resources Certification (SHRM, HRCI)
- Above average knowledge and experience using MS Office Suite, including Outlook, Word, Excel and Power Point
- Previous experience with employment compliance and employee relations in 50 states
- Superior communication (both oral and written)
- Attention to detail with an emphasis on accuracy
- Strong orientation to quality, continuous improvement and customer service
- Above average organizational skills
- Ability to multi-task, prioritize, adapt to changing environment

Benefits and location:

- This position can be based anywhere in North America
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Voluntary life insurance
- Many more ancillary benefits

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.