



Human Resources Lead

We are a highly disruptive startup in the climate tech space located in South California. This will be the first hire in Human Resources/People Operations.

The business is moving at breakneck speed, and we require an experienced Human Resources Leader to work closely with our management team and employees. As a start-up, we need to recruit and support employees' needs while ensuring compliance with company policies and pertinent regulations. The HR Leader will be required to establish company policies and training. The ideal candidate will thrive in a fast-paced and Team-based work environment and work closely with the management team to recruit team members that will fit company needs.

Responsibilities

- Manage the day-to-day activities of our human resources department.
- Leads our recruiting process through various channels and manages the interview, offer, and onboarding process.
- Responsible for all elements of employee relations, satisfaction, and engagement.
- Ensures compliance with all employment laws and regulations.
- Develops and revises policies and procedures, prepares reports, and analyzes data.
- Collaborates with management to develop and promote company culture.
- Set up and manage the benefits and insurance programs.
- Develop and implement training & safety programs.
- Develop employee appraisal and promotion process.

Qualifications

- Bachelor's degree or equivalent experience in human resources or management.
- 7+ years' of professional HR experience, ideally some in the manufacturing space, with a combination of corporate and business unit line experience preferred.
- Excellent written and verbal communication skills.
- Ability to multi-task, organize, and prioritize work.