



People Operations Assistant – Part Time

Wildflower Health

Wildflower is a women's health solutions company, specializing in digital and value-based care. We are the architect of the industry's first, and only, comprehensive bundle for value-based maternity care, with pre-built functionality for all actuarial, clinical and operational needs. Wildflower is facilitating the transition to value, starting with the OB episode. Our mission is to enable the best care, for all women, every time.

Our capabilities include a combination of technology, health advocacy and value enablement services, all designed to simplify the journey to value-based care for providers, payers, and purchasers by collapsing silos and aligning rewards around the delivery of healthy outcomes for women and their families.

Wildflower is ushering in a new era for women's health. This is a smarter way to care. www.wildflowerhealth.com

Wildflower provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, gender identity or expression, or any other characteristic protected by federal, state or local laws. Applicants must be authorized to work lawfully in the United States. Wildflower is not able to sponsor applicants for work visas. Upon hiring, all new Wildflower colleagues must show proof of COVID-19 vaccination.

About the Role

The People Operations Assistant will be experienced and able to hit the ground running to perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.

Key Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation with integrity and confidentiality.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the People Ops Manager for policy creation/review and compliance requirements.
- May act as a liaison between the organization and external providers and vendors, such as payroll and benefits administrators, retirement plan providers and any PEO or performance management solutions.
- Conducts or assists with sourcing and recruiting efforts.
- Assists with welcoming new hires via Offer Letter, meet and greets and new hire orientations.
- Assists with planning and execution of special events such as benefits open enrollment, organization-wide meetings and events.



- Provide well-rounded experienced support to help with effective employee relations issues
- Ability to build and maintain positive relationships with colleagues.
- Performs other duties as assigned.

Ideal Candidate

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with or the ability to learn Google Workspace.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Prior related HR experience required (five+ years preferred).
- HR Certification preferred.
- California HR experience preferred.

Location and hours

This is a remote part-time position with expected hours of 10-20 per week.

How to Apply

To be considered please email your resume, cover letter and a statement on why you wish to work part-time to jobs@wildflowerhealth.com. If any of these three requirements are missing, you may not be considered for this position.