

People Operations Manager Wildflower Health

About Wildflower Health

Wildflower Health produces mobile health programs that help families better connect to healthcare and help healthcare enterprises influence and support healthy consumer behaviors across a lifetime of health decisions. The company's mobile applications support women and their families to drive prevention, risk identification and connections to care right on the smartphone. The company's products support families during every life stage, from preconception and pregnancy, through pediatrics and adult health, supporting common episodes of care over time. Wildflower Health's applications are offered to consumers worldwide by leading health plans, hospitals and health systems, and employers.

About the Role

The People Operations Manager is a key member of our operations team. This individual will ensure people operations processes and systems are optimized and scalable, and will enable the growth of the company by creating and fostering an environment where we attract, develop and retain top talent and our employees can do their best work.

The People Operations Manager will report to the Company's Controller. This individual will work closely with members of the management team to design a people operations program that helps employees thrive. This is a fantastic opportunity for an detail and action-oriented individual who enjoys working in a start-up environment and is passionate about creating systems and processes that support employees and the Wildflower culture.

Key Responsibilities

- Coordinate recruiting for new hires in partnership with hiring managers, including job posting, role descriptions, and candidate evaluation processes
- Onboard new hires so they become fully integrated with Wildflower's environment and culture
- Partner with managers to ensure new hires receive the appropriate training and support in their first 60-90 days
- Develop and manage the end-to-end employee life cycle including performance reviews & goal setting, employee relations, exiting and development
- Partner with management team to create a job leveling matrix including required experience levels, competencies, and target salary ranges for each level in the organization
- Manage payroll and benefits administration
- Ensure audit and control processes are developed and maintained in compliance with local and federal laws

- Assess our internal culture and offer potential avenues for reinforcement and improvement
- Build, refine and support the Wildflower policies and programs that support Wildflower employees, growth and culture

Ideal Candidate

- 3-5 years experience managing a cross-functional people operations function, ideally in a startup or growth-stage company
- Ability to prioritize and work fluidly in a fast-paced environment
- Highly motivated self-starter with an entrepreneurial spirit
- Intelligent and articulate, skilled at presenting ideas and concepts in words, data, and graphics
- Alignment with key Wildflower values including transparency, integrity and teamwork