



**Position Title:** Director of Talent and Operations

**Reports To:** Partners

As the Director of Talent and Operations, you'll design and lead Talent strategy and objectives that support, empower and elevate best in class talent. We are in growth mode and seek an experienced hands on HR professional with a desire to make a huge impact.

**What You'll Do:**

- Design and implement Talent programs that engage and support high performing employees who love what they do.
- Establish departmental metrics that support the accomplishment of the company's long term vision.
- Serve as a member of the executive management team.
- Establish and lead Soho's recruitment process - attracting and hiring highly engaged and effective talent.
- Design and implement a strong onboarding process that ensures new hires are set up for success.
- Assess, manage, and elevate the existing performance management process - facilitating plans for both high and low performers.
- Establish programs and objectives that help promote, maintain and elevate a high-performance culture.
- Act as an advocate of SoHo and our employees in accordance with policies and state and federal regulations.
- Manage records, reporting, payroll and vendor relationships ensuring operational efficiency.

**What You'll Need:**

- 6-10 years HR experience in a startup or Agency environment.
- Knowledge and experience in employment law, compensation, organizational planning, employee relations, safety, and training and development.
- Strong verbal and written communication skills.
- High emotional Intelligence.
- Excellent interpersonal and coaching skills.
- General knowledge of employment laws and practices.
- HR Generalist background with experience in benefits administration, compensation, performance management, and talent management,

**Tools You've Mastered:**

- The basics: Microsoft Windows including Excel, Word, PowerPoint and Outlook
- Web based recruitment platforms
- Ability to connect with multi generational talent
- ADP and other payroll and HRIS software platforms
- Database management record keeping

## **What we bring to the Table**

- Competitive salary, a generous bonus structure, and an opportunity to earn even more by bringing in business from your friends
- Contribution to a solid medical, vision, and dental insurance
- A 401K program so you can do cool stuff when you retire
- A generous PTO policy. We believe in working hard and smart
- Complimentary access to snacks, coffee, a stocked bar, and breakfast every Friday
- A group of people who value each other as much as we do the work we create