



Gorman Consulting (<https://gormanconsulting.org>) is a firm that provides specialized measurement and evaluation services, primarily in the health sector. We are seeking an Operations & Human Resources Manager to manage various day-to-day aspects of our business within human resources, information technology, and general operations support. The ideal candidate is one of two profiles: 1) a highly productive and organized associate with less managerial experience but who can learn quickly on the job, or 2) a more seasoned operations or human resource professional looking to apply their experience in a small start-up environment.

Summary

- Start date: June/July 2023
- Scope: Full-time or part-time, depending on availability for an initial 12-month period
- Reports to: Executive Director
- Location: Remote, with preference for United States time zone

Responsibilities

This is a hybrid position in that the selected candidate will split their time equally between three areas:

- **Human Resources**
 - Manage recruitment efforts, including writing job descriptions, advertising open positions, reviewing resumes, coordinating and conducting interviews, and drafting offer letters/contracts.
 - Support onboarding of new staff, including paperwork and trainings; complete offboarding with a focus on ensuring computers are properly reformatted in accordance with our data security policies.
 - Ensure compliance with federal, state and city employment regulatory laws, guidelines and standards.
 - Propose changes to compensation and benefits policies according to current market trends and the company's needs.
- **Operations**
 - Lead renewals of insurance plans, ensuring compliance with contracts and industry standards.
 - Coordinate receiving signatures for new contracts & manage our contracts repository.
 - Manage the legal and financial aspects of subcontracts, such as drafting contractual agreements, coordinating with our legal team, and approving/processing invoices.
- **Information Technology**
 - Coordinate the purchase, delivery, and configuration of company devices (computers, cell phones).
 - Oversee our IT lead, ensuring the timely completion of all relevant technical and organizational measures for data security, inline with contract requirements.

Qualifications

- Bachelor's degree required; master's degree preferred.
- 3-8 years minimum of relevant experience in managerial positions and/or the operations/human resources field. Experience in a small business setting is preferred.
- Strong organizations, project management, and critical thinking skills; demonstrated ability to lead projects independently from start to finish, including managing up and laterally as necessarily.
- Demonstrated ability to tailor clear/concise communication (written/oral) to the needs of their audience.
- Meticulous attention to detail. For example, please use the subject line "Application for Operations & HR Manager: *Your Last Name*" in your email application. In the body of the email, note where you found this job posting, whether you are looking for full or part time, and which time zone you would be working from.
- Self-starter who will thrive in a fast-paced, start-up environment by taking ownership and initiative.

To apply, send your CV to jobs@gormanconsulting.org. Only shortlisted candidates will be contacted. Candidates must have legal authorization to work within the country they are based.