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## People and Culture Specialist

The People and Culture Specialist is the go-to person at 33Across to drive employee engagement and support our core values. They also serve as the point person for our distributed workforce to help access company resources and troubleshoot challenges that may arise around remote working. If you like building and driving culture, engaging with colleagues in activities, and getting employee feedback, this is the role for you. A wonderful opportunity for a motivated and creative leader to step into a growth company and bring our values to life every day.

Reporting to the CFO, your key responsibilities include:

- Creating onboarding plans and educating newly hired employees on HR policies, internal procedures, and regulations
- Maintaining physical and digital files for employee documents, benefits, and attendance records
- Be a resource for employees – helping them access resources, documentation, support, services, and understand how to quickly resolve issues related to remote working
- Supporting current and future business needs through the development, engagement, motivation, and preservation of human capital
- Engaging individuals, teams, and the company overall in activities to boost morale and foster camaraderie
- Assisting managers with employee review process and improving where necessary
- Assessing training needs; apply and monitor training programs
- Building on current company cultural to improve employee morale and longevity
- Developing and implementing HR strategies and initiatives that are aligned with the overall business strategy
- Bridging management and employee relations – be the advocate of the employee to the company

### Experience/Qualifications:

- 3-5 years prior experience in a culture/ HR role strongly preferred
- Experience with remote/distributed teams a plus
- College degree a plus
- Great attitude and desire to engage employees around our mission/core values

Interested? Please submit your resume to [hrjobs@33across.com](mailto:hrjobs@33across.com)