

People and Culture Manager

We believe that digital transformation can be a force for good, improving the lives of everyone involved. To achieve this mission, we rely on a team of techno marketers that know Salesforce. We have been a Salesforce partner since before there was an ecosystem and have been privileged to help some of the world's most celebrated brands on their path to digital transformation.

We accomplish this with incredible people. People are the most important part of our business, and as the People and Culture Manager, you will be helping us build our team, stewarding our culture, and supporting our staff. At ListEngage, we believe that talent trumps location, and that communication, respect, and team work are the values that enable us to deliver for each other, our stake-holders, and our customers.

What we are looking for

- High emotional quotient
- Strong HR generalist background
- An understanding of the Salesforce brand and ecosystem a plus
- Recruiting background, a plus
- Strong written and verbal skills
- Track record of working on and off a team to accomplish goals
- 5+ years of general experience in HR or recruiting.
- BA/BS or equivalent experience, in HR or Business
- Ability to work in the United States

What You Will Be Doing

Recruiting

- Source, evaluate, and coordinate potential candidates using our own applicant tracking system
- Manage job boards, social networking and industry events calendar
- Get creative on ways we can leverage our employee brand to attract highly qualified candidates
- Develop a cohesive recruitment program incorporating into the job descriptions, postings, social media and other external messaging
- Interview prospective candidates via phone and in-person to assess culture fit and technical aptitude, then skill set and work history
- Write job profiles like a pro to attract candidates with raw intellect, learning agility, diversity, leadership and innovation



HR Management

- Provide guidance to leaders in areas such as performance and compensation management, performance management, training, organizational and leadership development, coaching, employee retention and engagement, and change initiatives
- Maintain company wide HR systems – recruiting, reviews, databases
- Lead employee onboarding and off boarding
- Coordinate with the director of customer success to identify, target current skill needs and facilitate their participation in training processes.

Culture

- Be a ListEngage cultural ambassador
- Drive company engagement across our remote workforce
- Plan, support, and assist in employee retention and development programs.
- Life happens point person – work/life balance 2.0 is the true integration of work and life – you will be on point for helping us figure out how to best help our team when life happens.

If you're interested, so are we! Send your resume our way, and we'll contact you for a phone interview.

At ListEngage, we aim to change the world by challenging the traditional consulting model by building a flexible, delivery focused organization that can deliver on the promise that we have made to each other. We are an equal opportunity employer and love diversity at our company! We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.