

DHARMA

PEOPLE COORDINATOR

Format: Salaried, Full Time

Based: Remote, preferred time zones between GMT-6 and GMT+2

Start date: ASAP

JOB SUMMARY

As DHARMA's People Coordinator, you will support in cultivating our remote-first/global culture, generating outstanding employee experience, and developing systems that enable a fast-growing organization to recruit efficiently and consistently scale excellent performance. This is a great opportunity for a junior HR professional looking to learn, grow, and make their mark in an ultra-high growth, fast-paced, people-focused business. The selected candidate will collaborate intensely across the organization, evolving systems and policies to ensure best-in-class recruitment, culture building, training, and performance management for a varied, global team. If you are passionate about people, process-orientated, detail-centric, understand the opportunities and challenges of remote work, and are dedicated to building an outstanding team culture, then this is the role for you!

RESPONSIBILITIES

You will provide support across all aspects of our People strategy including recruitment, onboarding, admin and policy development, performance management, and culture. The broad scope of the work is as follows:

Recruitment and Onboarding

- Support in the development of overarching recruitment strategies that attract exceptional people
- Assist in the preparation of job descriptions and job postings
- Draft offer letters and employment contracts
- Optimize employee compensation, incentivization, and benefits packages in line with industry and regional standards to ensure market competitiveness and reflect our values and the needs of our people
- Manage a strong ESOP program
- Educate, challenge, and influence the business to create balanced and effective teams with a diverse range of skill and experience

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- Further develop relationships with third parties (recruiters, recruitment platforms, etc.) able to multiply DHARMA's reach and access to a diverse and qualified talent pool
- Lead onboarding process for new team members and identify ways to continuously improve the process, setting the groundwork for a connected, global team
- Support in ensuring legal hiring processes in place across varied team geography

Admin and Policy Implementation

- Support in establishing people-oriented company policies that are aligned with our mission and core values
- Develop a new and improved employee handbook
- Oversee employee perks and benefits
- Oversee employee equipment needs and manage equipment disbursement
- Grow to managing our external human resources partners (including payroll, RemotePass, international employment, etc.), ensuring DHARMA is compliant with all labor-related regulations in the many global areas in which we operate

Performance Development and Management

- Coordinate the performance management lifecycle and continue to review and improve performance management systems
- Oversee the management of commission and bonus payments
- Coordinate professional development initiatives across the organization and support in organizing training sessions

Engagement and Culture

- Own the metrics of Team NPS and Retention Rate, taking responsibility for delivering a world-class employee experience that supports retention
- Work closely with the team to create a remote culture that reinforces our values, celebrates performance, and drives positive communication practices
- Champion a diverse, inclusive, and equitable work environment
- Create and manage digital and IRL events including the annual DHARMA offsite

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SKILLS

This is an exciting opportunity for someone who enjoys problem solving, supporting others, and making things run smoothly. We are an international organization and as a result, experience providing People support within a global team is highly desirable.

- 3+ years of People / HR experience in a hyper-growth remote/global environment
- Degree in Business Administration, Human Resources, or similar or equivalent, demonstrable experience
- Demonstrated track record of helping to develop an HR function that is a mission-critical and people-driven partner in the success of the business
- Working knowledge of HR related principles, employment standards legislation, and other regulatory requirements in Europe, North America, and worldwide
- Strong interpersonal and relationship management skills and proven experience in building relationships with candidates, recruiters, and internal stakeholders globally
- Experience leading/contributing to diversity, equity and inclusion initiatives in the workplace
- Proactive, self-motivated, and tenacious, possessing of an entrepreneurial spirit, ability to take bold initiative, and desire to exceed expectations
- Excellent verbal and written communication skills and fluent professional English, both written and spoken
- Process orientated, organized, and possessing of a high levels of attention to detail
- Ultra tech-savvy, experience with HubSpot, Monday.com, Google Drive, and Slack preferred
- Positive, can-do attitude, open minded, inquisitive, and curious
- Experience in a high growth travel tech or tech-enabled startup (e.g. VC backed) preferred
- Written and spoken foreign language skills (particularly French, Spanish, Arabic, and Italian) preferred

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#).

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ABOUT DHARMA

We exist to create a world where travel isn't about the WHERE but about the WHY.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips for influential people and brands created around passion points - from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.