

DHARMA

PEOPLE MANAGER - TRAVEL TECH INDUSTRY

Format: Salaried, Full Time

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

Start date: ASAP

JOB SUMMARY

As DHARMA's first People Manager, you will be responsible for 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 an HR professional looking to make their mark in a people-focused, high growth business. The selected candidate will collaborate intensely across the organization, questioning accepted ways of doing things, and 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, strive for excellence, deeply 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

Recruitment and Onboarding

- Collaborate closely with leadership to establish the company-wide hiring plan in line with the hiring budget
- Own responsibility for the development of overarching recruitment strategies that attract exceptional people
- Optimize employee compensation, incentivization, and benefits programs in line with industry and regional standards to ensure market competitiveness and reflect our values and the needs of our people
- Support in the development of a strong ESOP program
- Educate, challenge, and influence the business to create balanced and effective teams with a diverse range of skill and experience
- 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

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- Bring to life a best-in-class remote onboarding experience that sets the groundwork for a connected, global team

Engagement and Culture

- Create a remote culture that reinforces our values, celebrates performance, and drives positive communication practices
- Own the Team NPS metric, taking full responsibility for delivering a world-class employee experience that supports retention
- Champion a diverse, inclusive, and equitable work environment
- Maintain a pulse on the mood of the organization and act as a connection point between leadership and team

Performance Development and Management

- Coordinate professional development initiatives across the organization to provide training and improve skills at all levels furthering career pathways and driving retention
- Review and improve performance management systems
- Own the enrichment of the employee handbook and oversee the development of detailed team training materials

Policy and Program Implementation

- Establish people-oriented policies and standardized practices that are aligned with our mission and core values, and see that they are adhered to consistently
- Manage our external human resources partners (including payroll, international employment, etc.) and ensure DHARMA is compliant with all labor-related regulations in the many global areas in which we operate
- Establish remote practices that promote collaboration, performance, and accountability and celebrate achievement

SKILLS

- 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

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- 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
- Strong working knowledge of HR related principles, employment standards legislation, and other regulatory requirements in Europe, North America, and worldwide
- Advanced interpersonal and relationship management skills and proven experience in building relationships with candidates, recruiters, and internal stakeholders
- Experience leading/contributing to diversity, equity and inclusion initiatives in the workplace
- Strong interpersonal skills, experience managing cross-cultural and geographically dispersed teams, and possessing a strong ability to motivate others
- 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](#).

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

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.