



HR Operations Manager

Job Description — HR Advisory Team

HAVEN Human Asset Ventures

COMPENSATION

\$150K – \$160K, bonus eligible

EMPLOYMENT TYPE

Full time (40 hours)

LOCATION

Remote, with possible onsite visits depending on client

About HAVEN: Since 2015, HAVEN has been a trusted partner to clients across biotech, tech, and professional services. We empower organizations to grow through strategic HR Advisory services.

About the Role

We are currently seeking the addition of an HR Operations Manager to our HR Advisory team, where you'll work across a diverse range of organizations, helping clients optimize their HR functions and employee experience. In this role, you will collaborate closely with Senior Consultants to support client delivery across HR Advisory engagements, helping turn defined priorities into clear HR workstreams through process development, documentation, compliance support, and the setup and maintenance of HR tools and systems. This is an exciting opportunity to apply your expertise while gaining exposure to multiple industries and HR challenges.

Responsibilities

- Assist Senior Consultants in evaluating, refining, and building HR infrastructure for a variety of client organizations.
- Execute HR operations tasks across the employee lifecycle, including recruiting coordination, onboarding, employee documentation, policy administration, benefits support, HRIS/payroll coordination, and offboarding.

- Support the development, implementation, and maintenance of HR policies, procedures, templates, and client-ready materials tailored to each client's needs.
- Conduct HR audits and assist in identifying areas for improvement in client organizations.
- Work with clients to implement or optimize HR technology systems, ensuring smooth integration and effective use of tools.
- Prepare data-driven reports, dashboards, and project trackers that help Senior Consultants monitor progress, identify trends, and inform strategic recommendations.
- Support the rollout of culture-building initiatives and employee engagement programs as directed by Senior Consultants.
- Maintain a working knowledge of employment laws and HR best practices to ensure compliance and mitigate risk for clients.
- Manage competing priorities across multiple clients and workstreams, ensuring timely, accurate follow-through on all deliverables.

Qualifications

- Minimum of 5+ years of experience in HR operations or related roles.
- Experience in biotech and life sciences organizations strongly preferred.
- Experience working with HR technology platforms (e.g., HRIS, ATS, Payroll systems).
- Solid understanding of US employment laws, compliance, and HR best practices.
- Ability to work both independently with exceptional judgement and in collaboration with others.
- Proven ability to operate in a fast-paced environment, balancing multiple priorities while remaining highly organized, responsive, and solutions oriented.
- Proficient in Microsoft Office Suite and HR software tools.
- Strong interpersonal and communication skills, with the ability to build trust with clients and internal teams.
- Ability to work on an Eastern Standard Time zone.

Why Join Us?

- Exposure to diverse industries and organizations, enhancing your professional growth.

- Collaborate with and learn from experienced Senior Consultants.
- Flexible schedule with predominantly remote work.
- Be part of a supportive, fun and innovative consulting team dedicated to driving organizational success.

Equal Employment Opportunity (EEO) Statement

It is the policy of HAVEN Human Asset Ventures to provide equal employment opportunities to all qualified applicants and team members without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, national origin, ancestry, age, disability, genetic information, marital status, military or veteran status, protective hairstyle, or any other characteristic protected by applicable federal, state, or local law.

HAVEN complies with all relevant laws governing non-discrimination in employment. This policy applies to all aspects of employment, including recruitment, advertising, hiring, placement, promotion, termination, leaves of absence, compensation, and training. Furthermore, HAVEN expressly prohibits any form of unlawful harassment or discrimination based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, national origin, ancestry, age, disability, genetic information, marital status, military or veteran status, protective hairstyle, or any other characteristic protected by applicable federal, state, or local law.

To apply

Please send your résumé and a brief statement of interest to Gabriella Salvatore, HR Advisory Practice Lead, at GSalvatore@havenhumanassets.com.

Position open until filled.