



## **Position Description**

**Job Title: People Operations Manager**

**Reports to: VP of Operations**

**Location: Nashville, TN**

**Start Date: November 1**

### **Position Summary:**

AgriCapture is a mission-driven company that certifies Climate-Friendly practices on farms, ranchlands and grasslands and quantifies associated emissions reductions, enabling producers to generate revenue for their sustainable management practices. By certifying agricultural products as Climate-Friendly and developing carbon credits, we serve corporations who are reducing and offsetting their GHG emissions while empowering consumers to consciously select Climate-Friendly products. We are seeking a People Operations Manager to support our expanding team and operations.

As the first People Operations hire, you'll play a critical role in designing and enhancing AgriCapture's end-to-end employee experience. You will be expected to bring innovation and creativity to people operations, enhancing our culture and engaging our employees, while also ensuring all people-related administrative functions are taken care of. Senior management will look to you for recommendations on hiring, performance management, compensation, and more, and will expect you to engage with employees at all levels to gauge employee satisfaction and recommend areas of improvement. This will be a dynamic, fast-paced position providing a unique opportunity to be a part of a growing company that is poised to have a positive environmental impact.

### **Objectives of the Role**

- Play a pivotal role in defining and bringing to life AgriCapture's culture, mission, vision and values
- Bring the best out of our people by designing and managing the end-to-end employee experience, including recruiting, onboarding, performance achievement, professional development, employee engagement and retention
- Insert structure and process to our people operations, blending previous experience with innovative ideas specific to AgriCapture's employees and culture
- Understand personnel challenges and provide recommendations to leadership on how to improve the overall employee experience
- Perform human resources functions including policy implementation, training, payroll, benefits administration and employee relations issues

### **Responsibilities**

- Oversee hiring activities, including working with senior management to identify and define resource needs, help write job descriptions, post open positions, screen candidates, coordinate interviews, perform reference checks and track applicants throughout the process
- Conduct onboarding activities for new employees, including processing new hire paperwork, administering technical onboarding, coordinating office seating, and conducting new hire orientation sessions

- Design and implement performance management procedures and system, including issuing guidance to employees on setting objectives and professional development goals and training management on best practices for coaching and conducting performance reviews
- Design and administer programs to enhance office culture and improve retention, including planning team outings and ordering office snacks and team lunches
- Administer implementation and training of handbook policies and procedures, and develop recommendations for improvements as necessary and required by law
- Address any employment relations issues, such as work complaints, harassment allegations and disciplinary procedures
- Analyze training needs and coordinate training activities, including developing recommendations for professional development
- Process payroll and manage benefits administration
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Maintain records concerning personnel-related data
- Interact with company management and employees to provide guidance, assistance and expertise
- Support some of the less glamorous ad-hoc people-related needs including travel bookings, ordering office supplies, and interfacing with security for office visitors
- Resolve issues and requests presented by management and employees

### **Skills and Qualifications**

- 3-5 years of HR or People Operations experience, preferably at a high-growth start-up
- Knowledge of HRIS including ADP
- Excellent verbal and written communication with demonstrated ability to communicate clearly across all levels of an organization
- Strong problem solving, reporting and analytical skills. Skilled in Microsoft Excel, PowerPoint, and Word
- A clear understanding of Human Resources practices and legal requirements
- Working knowledge of the critical components of a successful People Operations department including employment law, performance management, resolving conflict, having difficult conversations, employee engagement, training, maintaining employee files, and managing operational budgets
- Discretion, sensitivity, and confidentiality with demonstrated ability to listen, analyze and inform appropriately while maintaining the required sensibilities in handling confidential information
- Bachelor's degree in Business-related field

### **Benefits**

- Competitive salary commensurate with experience
- Potential for stock options
- Health, 401k and Paid Time Off Benefits

AgriCapture is committed to creating a diverse environment and is proud to be an equal-opportunity employer. AgriCapture recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.