

HR Manager JD

MAY 2022 | PRETTYLITTER

Come join PrettyLitter, one of the largest and fastest-growing pet brands in the nation. Our flagship product uses revolutionary color-changing crystals to help cat parents detect potential health issues before urgent medical care is needed. PrettyLitter is always innovating as a pet wellness brand, strategically expanding our product offerings to meet and exceed cat parent needs, now including an additional scented litter, PrettyPlease premium cat food, and more.

PrettyLitter is seeking an exceptional, dedicated, and forward-thinking HR Manager who will bring their prior startup experience to support our growing PrettyLitter team. This hands-on role takes ownership of HR processes, employee development, and talent acquisition. Working closely with the CEO, COO, and Chief of Staff, this role will be responsible for supporting day-to-day people operations, executing all company HR needs, and building process efficiencies. We are looking for an ambitious, detail-oriented leader with a high EQ and a deep understanding of all things human resources. This is a new position with the exciting opportunity to level up and build out our HR department.

Position is remote.

PRETTYLITTER IS...

- A team of highly capable, curious, and inclusive people who are eager to roll up their sleeves and work together to tackle or build anything
- Authentic and open; we treat each other like friends
- Ready to just roll with it and have a sense of humor
- A culture that values creative critical thinking and listening with curiosity, never being afraid to rethink systems and step outside of our comfort zones
- Always ready to grow and learn; we step up to the challenge

KEY RESPONSIBILITIES OF THE ROLE

- Own the recruiting, interviewing, and hiring process, working closely with leadership to identify hiring needs
- Manage performance review processes and establish wage and KPI assessment structures
- Carry out necessary administrative duties with meticulous organization and attention to detail, including record keeping, preparing reports, and maintaining employee files

- Run semi-monthly payroll including 401k contributions, reimbursements, bonuses annual comp changes. and track PTO through Fidelity and our PEO, ADP TotalSource
- Build and evaluate HR infrastructure by using data-driven solutions, including implementing tools, systems, and integrations to streamline HR functions
- Create employee development initiatives including training and coaching staff and working with managers on best practices, performance management, and other leadership counseling as needed
- Refine and build out an employee knowledge base, ensuring resources such as policy and procedure are as clear and accessible as possible
- Manage the relationship with ADP TotalSource, our PEO, to ensure compliance with state and federal regulations, execute payroll and associated taxes, manage benefits, and track PTO
- Thought partner in building out org structure, succession planning, and maintaining up-to-date knowledge of best practices and tools in the HR sphere
- Ensure compliance with changing federal, state, and local employment laws

QUALIFICATIONS & REQUIREMENTS

- Must have at least 2-4 years of HR experience in a startup environment
- Hands-on experience with HR administration, org planning, benefit programs, employee development, and federal and state employment regulations
- Exceptional computer literacy and knowledge of the latest HR software tools and technologies
- Ability to work comfortably under pressure and meet tight deadlines
- High level of discretion with sensitive information
- Desire to constantly learn and grow in a fast-paced environment
- Demonstrated analytical, strategic, and project management skills
- Bachelor's degree in business administration, human resources, or related field of study

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Job Type: Full-time remote

Pay: \$85,000.00 - \$95,000.00 per year

EMPLOYEE BENEFITS

- Comprehensive medical, dental, and vision insurance (plus lots of other coverage)
 - PrettyLitter covers 100% of individual employee base medical insurance (in CA) with options to upgrade plans at a significant
 - Employee dental, and vision covered at 100% with options to add family or select plans with more rich coverage

- 401(k) with employer matching and immediate vesting
- Unlimited vacation
- Generous and personalized wellness stipend
- WeWork access or other coworking space as you prefer
- Flexibility to work from anywhere with a team that operates on pacific hours
- Team culture building, happy hours, frequent gifts, and prizes (includes treats, lunches, drinks, swag, etc)
- Charitable donation matching up to \$3,000 per year and paid volunteer days
- Opportunities for career development (and separately, a lot of opportunities for growth and learning within PrettyLitter)
- Fully accommodated travel to onsites and fun company retreats (our latest was on a beautiful ranch in Carmel, CA with excursions to Monterey, gallery wine tastings, and more)
- Free and discounted product for yourself and loved ones

COVID-19 considerations:

PrettyLitter is located in Los Angeles, CA. Currently, the company is working remotely with periodic department meet-ups and company retreats, about four per year. Company travel is covered by PrettyLitter.

PRETTYLITTER CAREER PAGE WITH MORE CULTURE AND BENEFITS INFO:

<https://www.prettylitter.com/careers>

COMPANY DESCRIPTION:

PrettyLitter is on a mission to improve the lives of pets with its innovative wellness products and provides peace of mind for pet owners. The PrettyLitter mission began for the 40% of the population who lives in a home with a cat. PrettyLitter's products include the groundbreaking, early-detection, health monitoring cat litter delivered monthly direct to customers' homes. Next came PrettyPlease, the ultimate feline health food designed to be paired with PrettyLitter. The premium food is formulated to keep cats optimally healthy, energetic, strong and living long, now with accompanying dental PIPS oral health treats and premium wet food.

Pretty Litter, Inc. is an Equal Opportunity Employer and with opportunities for advancement. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories.

Please send resumes to: Katherine@prettylitter.com