

# JUMP



**Director of Human Resources  
Brooklyn, New York**

## **About JUMP**

[JUMP](#) (a Social Bicycles project) is building the future of urban mobility: shared electric bikes that are the quickest, most enjoyable, and most empowering way to get around a city. Cheaper than most public transit and faster than cars in traffic, JUMP e-bikes are game-changers for local transportation. JUMP currently has systems in the San Francisco Bay Area and Washington DC, and we have plans to expand to at least five major US cities in the next year. Our goal is to transform cities, making them more sustainable, equitable, and livable through electric mobility.

To make this vision a reality, we need to grow our team. We place tremendous value on our company's roots and culture: a mix of ingenuity, controlled chaos, hard work, and sense of purpose. This is a great opportunity to join a rapidly growing team shaping the future of transportation.

## **About the Role**

As Human Resources Director, you will coordinate and be responsible for all employee matters, from legal compliance to hiring. You'll be instrumental in developing standard on-boarding procedures, best practices, and human resource policies.

## Responsibilities

- Management
  - Establish the HR function in a face-paced, entrepreneurial environment and create strategic plans to support growth.
- Talent acquisition and management
  - Create recruiting policies, identify talent across a broad range of positions, schedule and screen candidates, and execute on hiring plan.
  - Plan and conduct new employee orientation to set new employees up for success.
  - Respond to inquiries regarding policies, procedures, and programs.
  - Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and best practices.
  - Administer performance review program to ensure effectiveness, compliance, and equity within organization. Administer salary administration program to ensure compliance and equity within organization.
- Legal compliance and human resources management
  - Develop, review, and revise employee policies and procedures.
  - Draft and track offer letters, restrictive covenants, independent contractor agreements, and option grants.
  - Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
  - Keep records of benefits plans participation such as hires, promotions, transfers, performance reviews, and terminations.
  - Advise management in appropriate resolution of employee relations issues.
  - Administer benefits programs such as life, health, and vacation plans.

## Experience and Skills

- Education and/or Experience
  - Bachelor's degree (B. A.) from four-year college or university;
  - Law degree (J.D.) preferred; and
  - At least 5+ years of relevant work experience.
  
- Language Skills
  - Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
  
- Mathematical Skills
  - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
  
- Reasoning Ability
  - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
  
- Physical Demands
  - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  
  - While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Job Type:** Full-time

**Compensation:** Commensurate with experience

Please submit resumes to [jobs@jumpmobility.com](mailto:jobs@jumpmobility.com)

### Equal Opportunity Employer

It is the policy of Social Bicycles (SoBi) to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. SoBi strongly encourages diverse candidates to apply.