



## **Head of People & Culture**

### **About Social Bicycles**

Social Bicycles builds the next generation of urban mobility: bicycle sharing systems that are smarter, cheaper, and faster to deploy than traditional bicycle sharing programs. Instead of using 'smart racks', Social Bicycles builds 'smart bicycles' with on-board GPS / GSM connectivity and an integrated electro-mechanical lock. Our team of mechanical engineers, electrical engineers, industrial designers, and software engineers produce every aspect of our industry-leading bike share platform in-house. Social Bicycles is expanding rapidly, with over 30 programs and counting across the United States, Canada, Australia, and Europe.

We are a growing team of urban aficionados, engineering wizards, transportation wonks, and cycling devotees. We place tremendous value on our Company's roots and culture: a mix of ingenuity, controlled chaos, hard work, and sense of purpose. All candidates should have the experience, competence, and enthusiasm to dive in headfirst and rapidly solve complex, exciting, and complicated problems. This job opportunity offers a unique chance to join a small team and make a big impact.

### **About The Job**

As Head of People & Culture, 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.

#### **Job Duties**

- Management -
  - Establish the People & Culture 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.



- o 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

### **Equal Opportunity Employer**

It is the policy of 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.

**Drop us a note at [jobs@socialbicycles.com](mailto:jobs@socialbicycles.com) if you are interested.**