



Pivot Strategies is revolutionizing internal communications. Leading with expertise and curiosity, we bring momentum with communications campaigns that are engaging. Our clients are a dream list of the world's most admired companies. And our team is the best in the business - we are bred corporate, gone agency. We create clarity. We are Pivot. [Watch to learn more.](#)

Our values:

- **Positive mental attitude:** We start with yes, we love to learn and enjoy a challenge.
- **Better is possible:** We uphold premium standards, always put in the extra effort and go above and beyond.
- **Self-care is non-negotiable:** We lead with kindness and respect for each other and our clients. We take care of our own wellbeing first and foremost, which enables us to do better work. Flexibility is celebrated and supported. We bring our whole selves to work.
- **Be the change:** We are quick learners, embrace change and adapt quickly.
- **Unapologetically hungry:** We are excited by growth and always looking for opportunities.

Job description:

We are seeking a full-time HR Associate to join and grow with our team. The HR Associate will be responsible for daily HR functions like maintaining employee records, supporting the interview process and owning the new hire onboarding process. This role involves performing tasks with a focus to grow Pivot's talent pipeline and create a positive and engaging candidate experience. The ideal candidate must have experience in employee relations, recruiting and onboarding new employees. Additionally, an excellent organizer and communicator is a must-have! If this sounds like you, we'd love to meet you!

Role breakdown:

50%: Talent Acquisition support

Supporting our Talent Acquisition team with creating and advertising job postings, screening resumes, coordinating interviews, maintaining our candidate database, drafting offers and all the details in between. Ultimately, helping us hire efficiently and keep our hiring process running smoothly.

20%: Employee engagement

Be an ambassador for Pivot. You'll be the first face a new employee sees on day one, guiding them through a comprehensive onboarding process and serving as a point of contact during their first few months of employment. Assist with employee surveys and strategize on exciting employee engagement initiatives.

20%: HR functions

Provide day-to-day support to HR and Operations. Compile, update, and maintain employee files; manage internal databases; assist in ad-hoc HR projects.

10%: Special projects

Coordinate networking and other recruiting activities and events.

Core skills: 2-4 years of HR and/or recruiting experience, confidentiality and discretion, proficient in Office 365 tools (PPT, Word, Excel) and Google suite, strong and concise communicator, detail-oriented, fast paced multi-tasker, curious learner and excited by new challenges

Bonus skills: Internal communications and/or change management experience, working with corporate communicators, employee relations/performance management and improvement processes, HR compliance

How you'll make an impact:

- You'll serve as a key partner to HR and Talent Acquisition - working closely together to collaborate on internal process needs and innovative solutions as we grow.



- You'll build meaningful connections with employees and prospective candidates.
- You'll be a key contributor to Pivot's internal growth. You'll seek out top talent and ensure a positive and engaging candidate experience throughout the hiring process.
- You are passionate about employee onboarding and engagement. You'll serve as a welcoming presence to all new employees of Pivot.
- You'll inspire us. You'll encourage us to think differently about how we can improve for our team, clients and the Pivot brand.
- Assist team in all aspects of administrative support – being a proactive team player, jumping in to offer to help and take on new and different duties as the company grows.

Why we'll love you:

- You have 2+ years of full-cycle recruiting experience.
- You have experience managing confidential employee data, and familiarity with different HRIS and ATS platforms.
- You are warm, welcoming and love to meet new people.
- You are an expert communicator, both verbal and written.
- You are excited and motivated by growth and achieving goals.
- You're a team player. You have the ability to collaborate with individuals at all levels of the organization.
- You're an independent problem solver and have the ability to work on projects with minimal guidance.
- Your project and time management skills are top notch. You can work on multiple projects simultaneously, while demonstrating a high degree of accuracy and attention to detail.

Why you'll love us:

- **Progressive workplace culture:** We support a flexible schedule and work environment. We offer summer Fridays, paid time off and host frequent team collaborations and celebrations.
- **We invest in our team:** We provide medical and dental benefits, a 401k with company match after 6 months of employment, profit-sharing benefits, life insurance, long + short term disability options and budget for professional development reimbursement.
- **Growth opportunities:** As we continue to grow quickly, we are looking for individuals who want to contribute to that growth, whether it's to document a proven process or run a department. We are here to support you and the skills and development you need to realize and achieve those personal and professional goals.

Things to note:

This position is remote at this time. We're prioritizing candidates who plan to be in the Twin Cities long-term. That's not a dealbreaker and we're open to talent in other locations. This position may be on-site with clients or in the Pivot office.

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.

- Regular sitting, standing and walking throughout the day to accomplish tasks
- Interaction with computer, peers and coworkers

At Pivot, we embrace diversity and equal opportunity. We are committed to providing an inclusive and collaborative environment for the benefit of our employees, clients and community.

All employment is decided on the basis of qualifications, merit and business need.

To apply:

Please apply here: <https://go.apply.ci/p/qSpiNunXeE>