



## Vice President, People

### Company Overview

Add a Concierge (AaC) was developed by expert industry professionals to provide an innovative and cost-effective high touch solution for guests to ***get to the fun fast™!*** This comprehensive digital experience initiates and expands relationships between suppliers, guests and properties for all participants. The result is a superior and informed approach at any destination type worldwide. You will be joining at an exciting stage in the company's growth.

### Job Overview & Responsibilities

As AaC Vice President, People you will play a vital role in the pre-launch, launch and growth of the company. This job calls out to an individual who innately understands people; is an action-oriented doer; knows how to execute through systems and processes; thinks strategically and can pivot easily and effortlessly to respond to new and changing demands.

Responsibilities will include such areas as the following:

- Attract, recruit and contribute to the selection of the right staff in a timely and cost-effective manner following a thorough and comprehensive process.
- Maintain and personally handle the successful completion of all activities within the people function including everything from day-to-day administration to strategic thinking and innovation.
- Be a respected, valued and fully engaged business partner who effectively engages with company leaders and managers to advance and achieve company objectives.
- Contribute the essential components of the business plan related to people.
- Create, develop and maintain procedures, processes, and systems related to the people side of the business that are aligned with the culture, business philosophy and stage of growth as well as being practical, relevant, effective and in compliance with all relevant laws and regulations.
- Onboard new hires using a process that ensures their understanding of the company culture and expectations in order to set them and the company up for success.
- Promote and ensure the culture and values of the company are lived.
- Complete all necessary paperwork and reporting related to the people side of the business and ensure that data on all employees is accurate, properly retained and easily accessible.
- Process payroll accurately and on time.
- Create, develop and administer all compensation and benefit plans.
- Develop and rapidly pivot to alternative strategies or approaches when changes occur, challenges arise, or new opportunities come up related to the people side of the business.
- Be a respected role model and champion for leadership and the company culture.
- Proactively communicate with leaders, peers, and staff so that everyone is engaged and on the same page in contributing to moving the company forward.

## Qualification Requirements

To be successful in this role you must be able to collaborate effectively with the Founder/Chair of the Board and the CEO.

To be considered you must have, at a minimum, demonstrated the following experience and competencies. Individuals who do not have these competencies and experiences should not apply and will not receive a response from the company.

- Demonstrated track record in developing and executing activities and strategies for attracting, recruiting and selecting highly motivated and talented individuals who add value and work well in the culture of the organization.
- A willingness and capability to do the hands-on work involved in all aspects of the people function responsibilities including creating, developing, maintaining and administering all programs and activities while being able to think and contribute strategically.
- Experience in business; fulfilling different roles in a business including the HR function that has resulted in an innate understanding of people, business and the variety of issues that can arise at all levels of an organization.
- Capacity and commitment to work in a high growth environment with an ability to quickly pivot to changing needs and circumstances.
- A proven collaborator who has been respected and relied upon by all levels of management as a valuable resource and partner.
- Delivery of excellence including attention to quality details.
- Exceptional service to customers, vendors, contractors and the team.
- Track record of developing strategic and forward-thinking processes, programs and initiatives that contribute to and support the company culture.
- The capacity, willingness and ability to work whatever days and hours are needed to get the job done.
- 5+ years of management / leadership experience.
- 7+ years of progressive HR/ People/ Talent management experience that has demonstrated both hands-on and strategic responsibility and competency in recruiting, selection, compensation, benefits, data administration and reporting, employee and management relations.
- Bachelor's degree from an accredited university.
- Industry certification such as the SPHR is desirable.

## To Apply

If you're ready to be hands on and strategic at the same time, while contributing to this company's pre-launch and growth phase, submit your resume to: [careers@addaconcierge.com](mailto:careers@addaconcierge.com)