



Job Description

Manager, People Operations

Department: People and Culture

Type: Permanent

Location: Remote

Hours: 40 hours per week

Reports to: People and Culture Manager

Salary: Competitive + company bonus

Posted: March 2021

Our Core Values



Achieve anything with a healthy and happy team



Push boundaries through direct communication and diversity



Act responsibly and protect the data



Amaze through user-friendly and rewarding experiences



Maximize research impact

About the role

At Castor, we're all committed to a world with faster, smarter, medical research. Our cloud based software solutions are revolutionizing data capture for academic and commercial researchers worldwide. You've found yourself a company with a true purpose.

Our People team support all the awesome 'Castorians' who make the magic happen. With our next investment round on the horizon, we're on the look out for a passionate People Operations Manager to join the team.

As People Operations Manager you are responsible for continuing to build the foundation of our People Team as we grow and scale internationally and remotely.

As a manager of the team You'll lead the way for championing and strengthening our values and culture through best practices. You will have the opportunity to further build your team globally as we gear up for rapid growth.

What you'll be doing

- As we transition to a remote-first company you play a key role in ensuring Castor's people processes scale globally helping us to employ Castorians in new locations beyond the 7+ countries where we are already present;
- You'll manage the People Ops Team but also operationally own, implement, improve and standardize all key People Operations processes connected to a Castorian's lifecycle, including onboarding, payroll, immigration matters, compensation, variable pay, promotions and offboarding;
- Work together with our Legal, Quality & Compliance Teams to ensure scalable compliance across our processes and documentation both globally as well as locally;
- Own our People tooling and critically review our current stack, propose solutions and be responsible for optimization and accelerate automation;
- Bring and implement industry best practices to make sure we continue to deliver a world class employee experience;
- Own our People Data, ensure 100% accuracy, create insights and take a data driven approach to propose solutions;

What you'll bring

You'll definitely have:

- Extensive experience in leading People Operations, Employee;
- Experience or HR Operations in a fast growing company;
- The ambition and drive to build your team from scratch;
- Experience in supporting a company grow and scale in record time from 50 to 100 to 300 employees;
- You will have previous experience of implementing people operations processes as well as a strong understanding of compliance to make sure we create a rewarding experience for our managers and castorians;
- Have a strong understanding of People Systems as well as processes so that you can identify any upgrades needed to achieve our business objectives;
- Excellent Project management skills;
- Bring a bias for action and don't be afraid to challenge the status quo, propose new solutions and hand-on work with your team to deliver new processes;
- Knowledge of Dutch and US employment law (including experience with benefits funding and enrollment) - additional European countries is a big plus.

It would be good if you had:

- Fluency with both English and Dutch language.

Your main contact for this vacancy:



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Talent Partner

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