MICRUITY

HR Analyst

Full-Time Position – Remote, Toronto Area

Micruity helps Americans retire securely

Micruity operates the data infrastructure that recordkeepers, life insurers, and asset managers use to power lifelong financial security for the over 100 million Americans in employer-sponsored savings plans. The Micruity platform facilitates frictionless data sharing between all stakeholders through a single point of service, lowering the administrative burden and enhancing the user experience of retirement income solutions. In partnership with firms like Fidelity, MetLife, and State Street, Micruity has demonstrated that technology will unlock all Americans' access to a paycheck in retirement.

Micruity has the talent and financial backing to succeed

With backing from leading investors in the InsurTech and FinTech space and a management team with almost 50 years of collective entrepreneurial experience, Micruity has the expertise it needs to revolutionize the retirement industry in a meaningful way.

We want to build with big thinkers, hard workers, self-starters, and transparent communicators. Our team takes pride in tackling lofty goals, then rewarding our accomplishments with a happy hour or get together at an industry event. Not a requirement, but nerding out over math happens often.

Who we're looking for

The HR Analyst is an HR Generalist focusing on analytics and process improvement. This person is willing to wear many HR hats, including Talent Acquisition Specialist, Employee Relations Specialist, and Learning and Development Specialist. This person ideally has deep roots in the Toronto tech scene and can recruit from their network.

The HR Analyst role is for you if:
- You have a proven process to recruit technical talent independently
- You are looking for a role that combines your analytical skills and business acumen with your interest and experience in human resources
- You love managing processes and projects, whether they are created by someone else or your brainchild
- You have event-planning skills

- You have math skills and analytics skills that you eagerly apply to all of your work, especially your work in Google Sheets
- You are a fast learner and a self-starter
- You are detail-oriented and deadline-oriented
- You are a people person with deep connections in the Toronto community

What you'll do

- Recruiting
  - Manage assigned outside recruiters
  - Post jobs on LinkedIn and create candidate pipelines
  - Schedule interviews
  - Screen candidates
  - Work with hiring managers to create polished job posts and job descriptions
  - Work with hiring managers to understand their team's needs short-term and long-term
  - Work with the Head of Operations to create robust hiring strategies to meet the business' needs
  - Attend career fairs/conferences to scout for candidates
  - Analyze the recruiting process: What's working? What isn't? Which traits do successful Micrutians tend to have?
- Learning and Development
  - Assist the Head of Operations with performance management cycles and procedures
  - Understand the training needs of new hires and ensure they get the training they need
  - Understand the professional gaps of existing employees and ensure they get the training and professional development opportunities they need
  - Ensure employees complete legally required training at the required frequency
- Legal
  - Work with the Head of Operations to ensure that Micruity is following all applicable employment laws (Canada and US)
- Event Planning
  - Plan company retreats/outings
- Employee Appreciation and Support
  - Run annual Pulse Survey
  - Own the employee swag program
  - Improve the onboarding process, ensuring new employees get all of the training and support they need
- Documentation
  - Ensure HR processes are documented and up to date in Confluence
- Identify opportunities for improvement and make constructive suggestions for change; manage the process of innovative change effectively

- Participate in development opportunities
- Practice effective project management: apply company methodology, enforce standards, minimize exposure to risk, and ensure completion of projects
- Work collaboratively to ensure team members are contributing to their fullest potential, mitigate conflict, foster positive communication, acknowledged, and appreciated
- Perform additional duties as requested

Requirements

- At least 3 years of HR experience, including recruiting
- At least 1 year of professional technical recruiting experience
- At least 5 years of total work experience, preferably at a startup
- Google Workspace experience
- Attention to detail
- Math and analytical skills
- Ability to work with ambiguity and to develop creative solutions when obstacles arise
- Efficient and well-organized
- Excellent critical thinking skills
- Exceptional interpersonal and communication (both written and verbal) skills, including the ability to read, write, and speak English
- Ability to communicate difficult/sensitive information tactfully
- Pleasant and confident demeanor when dealing with colleagues and clients
- Experience communicating with both technical and non-technical stakeholders across multiple teams
- Entrepreneurial attitude; willing to roll up their sleeves and solve complex, all-hands-on-deck problems, helping out other departments as necessary
- Ability to excel in a fast-paced, demanding environment
- A self-starter with a high attention to detail and the ability to handle multiple projects and deadlines
- Strong organizational and time management skills
- Collaborative mindset to interact effectively with recruiters and team members at all levels of an organization
- A track record of successfully managing projects
- Proficiency in Excel, PowerPoint, and the rest of the Microsoft Office Suite
- Strong work ethic and willingness to take initiative
- Demonstrated ability to multitask and execute on key priorities.
- WIllingness to work nights and/or weekends on an as-needed basis
- Ability to legally work in Canada or the US

Great to have

- Programming/technical skills
- CPA/bookkeeping experience or an interest in accounting
- Familiarity with Rippling

- Financial Services experience
- Familiarity with CRM tools, such as Salesforce, HubSpot, and Marketo
- Familiarity with ClickUp
- Startup experience

Benefits

Micruity is growing quickly, and we are continuously looking for more ways to show our appreciation to our dedicated team members. We offer competitive health coverage, a generous vacation policy, occasional happy hours/lunches/outings, and a hybrid or remote work environment.

Equal Opportunity

Micruity celebrates and supports difference and recognizes that having a diverse workforce benefits our employees, our products, our culture, and the communities in which we work. Micruity is an equal opportunity employer, and employment decisions are based solely on a person's qualifications and merit as directly related to professional competence. We are dedicated to reaching a diverse candidate pool and hiring the person who is the best fit for the job. Micruity does not discriminate based on race, citizenship, ancestry, creed, color, religion, sex, gender, sexual orientation, gender identity/expression, national origin, age, disability, genetic information, veteran status, marital status, pregnancy or related conditions (including breastfeeding), or any other basis protected by law. Accommodation will be provided during the hiring process for qualified candidates.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

Micruity's EEO policy has the full and complete support of the Company, including its Chief Executive Officer and Board.