

POSITION DETAILS

TITLE: Human Resources and Business Operations Coordinator

LOCATION: Falls Church, VA (remote during COVID restrictions)

HOURS: Standard business hours

TRAVEL: Limited (< 5%)

JOB TYPE: Salaried (compensation competitive and commensurate with experience)

BENEFITS: All employees receive access to our health insurance plan (we cover 75% for employees, spouses and children), leave policy, 401K with match, and a stock option grant

OVERVIEW

ConnectDER is currently seeking a self-motivated and organized Human Resources and Business Operations Coordinator to support and improve the human resources, finance, strategic planning and business operations of our growing organization. The ideal candidate possesses a can-do attitude, great communication and problem solving skills, sharp attention to detail and an ability to manage multiple priorities concurrently. This person should be motivated by the chance to make a significant contribution to a young company scaling for growth. This is a fantastic opportunity to join an innovative company that puts no limits on personal achievement and success. The position reports directly to our VP of Operations.

IDEAL CANDIDATE QUALITIES

SELF-MOTIVATED – able to get up to speed quickly and work effectively without a lot of supervision

COMMUNICATIVE AND FACILITATIVE – is happiest when information is structured and conveyed effectively to everyone’s benefit

CURIOUS – interested in acquiring new skills and learning about new topics

ORGANIZED – able to document and communicate work effectively

THOROUGH – someone who drives issues to resolution and promotes clarity

EXCITED BY DRIVING CHANGE IN THE WORLD – motivated by the idea of “if not for me/my work, this important thing would not have happened”

The position is ideal for you if you have an interest in renewable energy and grid technology and are looking to join an innovative, rapidly growing company. The ideal candidate is problem

solver that can identify and implement business process improvements that support our team and internal corporate functions.

COMPANY

ConnectDER (www.ConnectDER.com) represents part of the next generation in US-based product development. Our goal is to quickly generate new technologies targeted at surmounting barriers in the distributed generation and smart grid industry.

Our flagship product, the Smart ConnectDER, is a plug-and-play interface for rapidly connecting residential solar photovoltaic systems to the grid and managing them using embedded telemetry and communications.

ConnectDER is a small company with significant growth opportunities. We currently have a robust development schedule in addition to ramping up manufacturing and delivery of the existing products.

JOB DUTIES

- General support and management of ConnectDER's human resources function to include:
 - Preparation and processing of bi-weekly payroll
 - Onboarding and orientation of new employees
 - Maintaining human resources records
 - Supporting performance review processes
 - Administering employee benefits including bi-weekly 401K processing
 - Supporting HR issue management
 - Supporting recruiting processes to include sourcing and communicating with candidates and recruiting organizations, managing candidate tracking databases, scheduling interviews, and tracking recruiting KPIs
 - Supporting ConnectDER's commitment to racial justice, diversity, equity and inclusion in all organizational efforts

- General support for ConnectDER's finance, administration, and strategic planning functions including:
 - Administrative support for vital and confidential corporate documentation, legal registrations, compliance requirements, insurance, and other applications

- Maintaining corporate files and record keeping
- Maintaining reporting systems for organizational goals and key performance indicators
- Supporting outsourced bookkeeping, accounting, and tax functions as needed
- General support for ConnectDER's Falls Church offices including facilities management, supply sourcing and maintenance. Liaise with counterparts at Philadelphia office to support as needed.
- Assist and facilitate business operations program and process changes to include:
 - Making recommendations to VP Operations for organizational improvements, which may include new practices, forms, reports, data collection, and/or staffing changes based on assessments of current practices
 - Collaborating with managers and staff to ensure successful implement new systems and procedures and compliance

WHAT SUCCESS LOOKS LIKE

Successful candidate will accomplish the following within their first 6 months:

- Learn and take ownership of specific HR and business operations processes
- Develop strong working relationships within operations function, across the company and with external partners and contractors
- Create and administer streamlined, effective candidate tracking systems and internal recruiting processes with VP of Operations

CANDIDATE REQUIREMENTS

Needs

- Bachelor's degree in Business, human resources or related field and/or equivalent experience
- Excellent interpersonal, written and oral communications skills and comfort collaborating cross functionally and with external partners
- Sharp attention to detail and creative problem solving skills
- Strong organizational and planning skills
- Basic understanding of business and management principles, especially those involved in strategic planning, human resource, finance and the allocation of resources

- Working understanding of human resource and recruiting principles, practices and procedures
- Ability to collect, compile, and understand corporate data and metrics
- Time management skills with proven ability to meet deadlines and manage multiple priorities
- Proficient with Microsoft Office Suite or related software
- Proficient with or the ability to quickly learn the organizations HR, payroll, and other employee management software

Wants

- Entrepreneurial spirit and experience/desire for work in startup environment
- Strong attraction to mission-driven work in sustainability
- Commitment to furthering racial justice, diversity, equity and inclusion
- 2-5 years experience in human resource administration
- 2-5 years experience in recruiting
- SHRM-CP certification

CONTACT

Interested candidates should apply by contacting ConnectDER at careers@connectder.com. Please include a resume in PDF format and at least one professional reference.

ConnectDER welcomes any and all qualified applicants to apply for this position. Our organization values individuals from all backgrounds, and continually works to create an environment where every one of our team members feels valued and can meaningfully contribute to our overall success. Those of historically underrepresented genders, ethnicities, geographic, and socio-economic backgrounds are specifically encouraged to apply for opportunities at ConnectDER.