



## **Human Resources Lead**

Here at Vulnerability Research Labs we have spent more than a decade becoming a technical leader in cyber security. We passionately believe in our mission – to be at the forefront of cyber security and deliver unparalleled capabilities that solve our customer’s hardest problems. We offer the opportunity to work on diverse technologies as part of a hard-working team in a company with a flat organizational structure.

We’re currently seeking a Human Resources Lead who will work with Senior Leadership to head Human Resources practices and objectives for the organization. The Human Resources Lead will implement HR practices and objectives that provide an employee-oriented, high performance culture emphasizing quality and productivity through the recruitment and ongoing development of a superior workforce. This position reports to the Chief of Staff.

The Human Resources Manager will:

- Partner with key stakeholders to analyze issues from a variety of perspectives
- Ensure compliance with federal, state, and local employment laws
- Manage the compensation program for the company
- Advise company leaders on HR issues
- Track and manage the performance management process
- Oversee new hire orientation
- Administer employee benefits program
- Develop and implement company policies
- Leverage HR knowledge and experience to challenge assumptions and make course corrections where necessary

## **Relevant Skills and Experience:**

- Minimum of 7 years of experience in:
  - Performance Management
  - Employee Relations
  - Policy Development and Documentation
  - Benefit Administration
  - 401k Administration
  - HR Compliance
- Minimum of 3 years of experience in:
  - HRIS/Payroll Entry and Reporting
  - Employee Compensation
  - Full Life Cycle Recruiting

## **Additional Qualifications:**

- Experience with Paychex Flex highly desirable

- Experience working in the Tech industry
- Experience in a multi-site HR role
- Experience with preparation of compliance reporting (401k 5500, 720, EEO-1 reporting, etc)
- Experience with benefit open enrollment coordination and vendor management
- Professional attitude, appearance, and excellent interpersonal and written communication skills
- Strong analytical and decision-making skills
- PHR/SHRM-CP preferred but not required

**Things we like best about VRL:**

- Dedicated time to learn, research, and engineer solutions with minimal distractions
- A strong focus on learning and career development including conference and training opportunities
- Individual offices equipped with employee driven choice of computers and equipment
- Fresh brewed coffee
- A well-stocked pantry with food and beverages
- Most of all: a technically challenging work place that takes care of its employees

VRL is proud to be an Equal Employment Opportunity employer and does not discriminate on the basis of race, religion, gender, national origin, color, age, military service eligibility or veteran status, disability, sexual orientation, marital status or any other protected class. We encourage and support workplace diversity.

Qualified candidates should send their resumes to: [info@vrlsec.com](mailto:info@vrlsec.com).

We are unable to hire non-US citizens. Please, no third party firms.