



Role Posting  
**Culture Champion**  
aka Executive Administrative Assistant & HR Generalist

**Redemption Plus** is a one-of-a-kind organization where enthusiastic, caring people get to lead full lives by bridging their professional and personal worlds. We don't have jobs and just show up for work each day, rather we invest our time in building ourselves and our company. After all, everyone here is trading each day of their life to live it with us. We embrace innovation, hard work and high performance, positive attitudes, open and honest conversations, and of course, playfulness!

It is our mission to help customers win by relentlessly driving out waste and rework, and revealing impactful insights. Every action, every decision, every word we speak is to fulfill our purpose of "enriching lives through insights that empower". Oh and we sell toys too!

We live and breathe our three core behaviors; customer-centric; agents of change; and playfulness.

We hire with our "permission to play" behaviors in mind; integrity; teamwork; innovative; adaptable; and personal growth.

### **Overview:**

This is an incredible opportunity for someone with a drive and passion to support our Chief Operations Officer and our Chief Culture & People Officer, who work side-by-side developing strategies that support the goals of this visionary organization, and our overall culture and core values.

Our Culture Champion (aka Executive Administrative Assistant & HR Generalist) will have a wide range of administrative functions, including some human resources generalist responsibilities. Candidates must possess administrative and task management skills as well as the ability to communicate effectively with a wide variety of individuals both internally and externally. This position calls for flexibility, impeccable written and verbal communication skills, the ability to work well with all levels of internal/external management and staff, and excellent interpersonal skills in the areas of creative problem-solving, group planning and decision-making processes. Attention to detail, a strong work ethic, and strong ability to multi-task and self-motivate projects to a timely completion, good stewardship of company funds, and confidentiality are critically important.

### **Essential Duties:**

- Managing the administrative needs of the Chief Operations Officer and Chief Culture & People Officer, including but not limited to follow ups, scheduling, coordinating and booking travel, expense management and reporting;
- Accurately manage and maintain records as required, including our HRIS records;
- Maintains our employee handbook and HR related process documentation;
- Maintains our compensation program and role description updates;
- Monitors and assists with the performance evaluation program;
- Assists with benefits administration, including claims resolutions, change reporting, and communicating benefits information;
- Monitors our career-pathing programs, and writes and places job postings;
- Add value by taking on responsibilities that need someone to execute;
- Other administrative duties and projects as assigned.



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**Placement Criteria:**

- A minimum of 1-2 years' experience in human resources and administrative assistant related roles, with a Bachelor's degree preferred;
- Proactive, energetic, dynamic and a self-starter;
- Capability to focus and execute tasks quickly with excellence and minimal supervision;
- Detail-oriented with ability to oversee projects from concept to completion;
- Ability to flourish in a high-growth, dynamic, entrepreneurial environment;
- Demonstrated organization, facilitation, communication and presentation skills and excellent computer literacy;
- Ability to prioritize workflow and organize diverse material and ability to handle multiple, competing and changing priorities; ability to perform effectively without supervision and within established time limits and ongoing deadlines;
- Ability to interact and communicate effectively and professionally, and provide exceptional service, both internally and externally at all times;
- Preference given to curious, life-long learners committed to expanding knowledge for the good of the organization.

**Compensation & Care Package:**

Competitive salary dependent on experience, full-time and a comprehensive benefit package.

In addition to Health, Dental, Vision, Short/Long Term Disability and Life Insurance, we also offer a medical benefits concierge service, an array of healthy lifestyle programs on-site (incredible lunches, workout facility, workout classes, meditation classes, chair massages, pH mineral enhanced water and so much more!), fully stocked beer fridge, company fun events, shipping discounts/credit, dry cleaning and Uber safe-rides. We could go on and on, but no one likes a bragger.