VP of People

Full Time • San Francisco

DRAFT

**About The Role**

As SVP of People, you will be responsible for Vinde’s most cherished asset: our people. You’ll manage the close-knit People and Culture team of HQ and remote employees while maintaining and continuously improving Vinde’s reputation as a 'great place to work.' You’ll sit on the company leadership team as an advocate for employees and the company culture. There, your teammates will rely on you to bring on high quality new hires and give them an incredible experience from recruitment to orientation to ongoing support and development. Most importantly, you will apply your deep industry expertise to create and continually improve our HR systems as the company continues to scale.

**Responsibilities**

Culture and Strategy

* Serve as co-strategist to the CEO and COO on all things People and Culture
* Create proposals and lead the implementation of new systems that scale strong performance and culture
* Serve as an executive on the company’s senior leadership team to help shape all major company policies and strategies, especially as a voice to make sure all major company decisions consider our people and culture
* Take ownership for maintaining a strong culture defined and driven by our values
* Ensure People Business Partners in each location are keeping employees engaged by planning team building activities, off-sites, and regular recognition for birthdays, work anniversaries, and other milestones

Recruiting

* Oversee all recruiting. Support and manage in-house and external recruiters to generate a pipeline of high quality candidates for our open positions among all department and locations
* Partner with hiring managers to help anticipate new employee headcount

Retention and Professional Development

* Lead the way to making Vinde a recognized ‘best place to work’
* Ensure every new employee has an amazing orientation experience that makes them feel welcomed, integrates them into the culture and sets them up for success
* Oversee professional development of our employees and implement programs that make our leaders better managers and grow our team’s capabilities
* Partner with department heads on succession planning, ensuring all employees are given an opportunity for growth and internal mobility
* Lead Vinde University, a monthly professional development series for all employees

Performance Management and Compensation

* Oversee the administration of all compensation and benefits, ensuring that we are offering competitive packages that motivate employees and incentivize high performance
* Ensure that every employee from the warehouse floor to our CEO has KPIs and SMART goals and that this data is transparent (unless confidential), easily accessible and integrated into our ongoing performance management

Compliance and Employee Relations

* Guide Vinde through all employment law and regulatory matters to ensure that we are always in compliance
* Maintain updated Employee Policy Handbook
* Resolve all HR grievances with professionalism, confidentiality and empathy aimed at making all parties involved feel supported while finding the best resolution for the company and employees

**About You**

* 8+ years HR experience
* 2+ years leading HR at rapidly growing organizations
* 2+ years experience supporting People and Culture in a warehouse environment
* BA degree preferred
* You have a successful track record of managing HR departments to achieve results and impact for the company
* You’re up to speed on compliance and hiring best practices as well as the best ways to run payroll, benefits, and insurance policies
* You’re an expert at zooming out and seeing the big picture, and also don’t miss the tiny details
* You know how to build teams
* You’re data data driven and use a quantitative approach to guide-decision making and to define and track your KPIs
* You understand people and you understand how to communicate with different personalities and communication styles
* Great organizational skills able to juggle competing deadlines and projects
* You love our mission and are hungry to support the people that drive it

Details of Position

* This position reports to the Chief Operating Officer and is based out of our San Francisco headquarters in Bayview
* Paid relocation available as needed
* Domestic travel required
* Full-time exempt position
* Salary and employee stock options commensurate with experience
* Competitive benefits package provided including health care, vacation days, and free produce!

Physical Requirements

* Sedentary work; predominantly involves sitting most of the time.
* Standing desks and / or other ergonomic accommodation is available upon request
* Walking, climbing stairs, and standing are required only occasionally
* Regular work with computers, including keyboards, mouses, and screens; regular use of mobile devices, including smartphones and tablets also required

Individuals seeking employment at Vinde Produce are considered without regard to race, color, religion, national origin, age, gender, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation.

**Seniority Level**

Executive

**Industry**

* Food & Beverages

* Retail

* Transportation/Trucking/Railroad

**Employment Type**

Full-time

**Job Functions**

* Other