



People Operations Specialist

Are you an energetic, supportive, glass-half-full type of HR professional who is looking to make an immediate impact? If so, we'd love to talk to you about the newly minted People Operations Specialist role at RL.

About RL Property Management

- We manage over **600 rental homes and apartments** on behalf of property owners. We take care of everything including leasing, rent collection, and maintenance
- We have a team **25 full-time employees** and are growing quickly
- Our office is located in **Gahanna**, but we manage properties all over the greater Columbus area. The company is 10 years old.

Core Values of RL Property Management

- Clear Communication
- Figure It Out & Get It Done
- A Place For Everything and Everything In Its Place
- We Lend a Hand, Always
- Do It In Realtime

The People Operations Specialist reports directly to the COO and works closely with all RL team members to continuously improve employee engagement, development and retention. This role focuses on creating a company culture and environment that makes employees feel happy and proud to work at RL so we can help property owners be successful with their real estate investment.

Responsibilities:

- Participate in the employee journey including recruiting, interviewing, offers, hiring, first day at work and job orientation, onboarding activities, training and development, team events, exit interviews
- Recognize employees by creating and implementing a reward system and recognition culture that helps employees feel appreciated for their efforts
- Continuous engagement addressing the cultural, physical and digital employee experience
- Spearhead employee learning and development

- Handle BWC and Ohio Unemployment filings and correspondence
- Create and enforce a WFH policy
- Lead the annual review process
- Schedule and plan a variety of monthly/quarterly employee get togethers
- Run biweekly payroll, managing all benefits including Simple IRA, time off, healthcare, etc.
- Champion company culture and values

General Comments:

This role takes complete ownership of certain administrative tasks dealing with our employees. Management should only need to be involved for unusual circumstances. We are counting on the person in this role to take a holistic view of People Operations at the company – spotting problems and recommending improvements.

Ongoing Items:

Support and maintain the company culture and values (autonomy, clarity, organization, helpfulness, follow-through, documentation)

Requirements:

- Bachelor's degree in business management, human resources or documented equivalent experience
- 2 year's experience in employee relations or talent development
- Strong knowledge of HR policies and employment laws. Familiarity with Ohio employment laws is preferred
- Strong organizational skills, attention to detail, and the ability to manage several projects at one time
- Excellent verbal and written communication skills
- Ability to maintain confidentiality regarding employees and company matters

Compensation:

- Salary: \$40,000-\$48,000/yr
- Annual Bonus

Benefits:

- Simple IRA with 3% company match
- Health Insurance
- Paid Time Off
- Professional development assistance
- Paid Parental Leave

Job Type: Full-time