

People Lead (HR Generalist)

Quil, a digital health company, delivers actionable and personalized health itineraries for patients and caregivers, answering the question “What Happens Next?” in their healthcare journeys. We combine the powers of precision data, state-of-the-art technology, and security with unparalleled consumer reach to help individuals navigate today’s chaotic healthcare landscape. Headquartered in Philadelphia, PA with additional offices in New York City, Quil serves individuals, healthcare providers, and payors nationally. Quil is a joint venture of Independence Health Group (Independence) and Comcast.

Reporting to the VP of People, the People Lead will focus on developing, planning and administering People programs at Quil. Activities will encompass the entire talent lifecycle with a goal to build out a best in class employee experience. An ideal candidate will have experience within the healthcare space; experience with employee relations and benefits programs; knowledge of HR compliance and legal issues; and a strong desire to contribute in a fast-paced and exciting environment.

Specific Responsibilities:

- *Talent Acquisition* – Coordinates talent acquisition processes with hiring managers; assists with recruitment tasks as needed
- *Onboarding/Offboarding* – Develops and owns the employee onboarding/offboarding experiences. Works with business partners to ensure logistics are coordinated and optimized for each employee when onboarding/offboarding; oversees new hire’s orientation
- *Benefits* – Partners with vendors to facilitate benefit programs for employees, coordinating the open enrollment process and employee changes as they occur. Maintains in-depth understanding of all benefits programs and educates employees on various benefits offerings upon eligibility. Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries
- *Compliance* – Maintains compliance with federal, state and local employment and benefits laws/regulations. Able to interpret and provide guidance on laws/regulations; ensures each department’s compliance with regulations. Maintains employee and company records relating to employee relations. Handles employee relations investigations and make recommendations on the appropriate course of action in partnership with key stakeholders
- *Other duties as assigned (e.g.)* –
 - Assists with the coordination of various employee functions, training & reward programs
 - Supports annual HR cycle deliverables (e.g. performance management, merit and bonus awards, etc.)

Desired Attributes:

- **Strong work ethic**, self-motivated with a personal standard for excellence and continuous improvement
- **Effective communicator**, message delivery achieves desired understanding with intended audiences
- **Problem solver**, strives to understand root causes, solution-orientated approach, drives results
- **HR expert**, ability to handle all 1st line people inquires in day-to-day HR activities
- **Strong customer focus**, builds relationships with teams to effectively support employee relations

Qualifications:

- 5 years of professional experience, 3+ preferred in human resources management with a focus on benefits administration, compensation design, generalist or related experience
- Bachelor's degree in human resource management, communication or related field preferred
- Health care experience a plus
- Experience with Agile development methodologies and best practices a plus
- Able to multitask, prioritize and manage time efficiently

Interested in applying?

Please click [here](#) (or paste this into your browser <https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7bbcdf61-c8ee-49be-a5e9-91d59eda9521&jobId&selectedMenuKey=CareerCenter>).

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