

For the work you do.
And the life you live.



MIAMI BEACH, FLORIDA

Head of People & Talent Operations

Build the team. Shape the experience.

Find exceptional people and build the operating practices that help them do their best work.

\$195,000–\$250,000 base

Bonus, equity and benefits are separate.

Help technology carry more.

We're building technology that helps people connect what matters across work and life, recognize what needs attention, and move forward with greater clarity and control.

Product, engineering, data and design are actively developing the platform. We're hiring the engineers and operating leaders who will drive its next stage.

You'll build talent acquisition and hands-on People operations for an AI-native company's next phase of growth. Personally advance priority searches while establishing the practices and systems that help a growing technology team do its best work.

You'll join while foundational product and operating decisions are still being made, with meaningful responsibility for what we build and how we build it.

EXPERIENCE BEHIND THE AMBITION

Our founders and team bring experience across product, engineering, creativity, data and company building, with prior experience at Google, WPP, Publicis, The Trade Desk, People Inc., WebMD · Medscape, TomorrowVentures and MediaMath.

Prior experience of individual team members. No affiliation or endorsement implied.

U.S. patent application pending.

loopworks anticipates.

People decide.

Your work. Real responsibility.

Find exceptional people and build the operating practices that help them do their best work.

- 01 AI and technical recruiting**
Personally source and close AI, research, engineering and other priority talent. Run coordinated interviews, scorecards, references and approved offers. Connect searches to the approved workforce plan and keep candidates informed.
- 02 Employee lifecycle operations**
Own onboarding and offboarding workflows, employee records and day-to-day People systems. Coordinate benefits, payroll inputs, equipment and access with the appropriate partners.
- 03 Culture, managers and employee experience**
Build practical manager support, compensation and performance practices with leadership and Finance. Partner on employer brand and the in-person working experience, turning shared values into consistent ways of working.
- 04 People systems and accountability**
Maintain clear recruiting status, decision records and operating routines. Protect candidate and employee information and coordinate employment matters with legal advisers.

What great looks like.

Clear thinking. Dependable execution.

Candidates feel the care.

Outreach is coordinated, interviews have a clear purpose and candidates know what comes next. Hiring decisions use relevant evidence and human judgment.

Joining feels intentional.

New colleagues arrive with clear onboarding, accurate records and coordinated equipment, access and benefits support. Departures receive the same operational care.

The foundations grow with the team.

Hiring progress, compensation decisions and People records remain clear and dependable. Practical manager and performance routines support growth without adding unnecessary process.

HOW YOU'LL WORK

Partner across disciplines, make tradeoffs clear and carry decisions through to observable results.

THE STANDARD

These are the outcomes you'll help build and establish, with progress grounded in evidence.

Bring experience. Exercise judgment.

Hands-on capability, thoughtful collaboration and ownership.

Building a technology team

Experience building recruiting and People operations through Series A-to-Series B growth or a comparable phase in technology, personally delivering results within real resource constraints.

AI and specialist talent

A record of sourcing and closing AI, research, engineering or similarly scarce technical talent through thoughtful searches and credible candidate relationships.

Employee operations

Practical experience with onboarding, benefits administration, payroll coordination and employee records.

Modern systems and discretion

Fluency with ATS and HR platforms, careful handling of sensitive information and sound judgment about when to involve counsel.

Partnership and follow-through

Ability to work with leaders and candidates, manage competing priorities and carry operational details through to completion.

PREFERRED BACKGROUND

Experience building within an AI-native company, frontier AI lab, developer platform or technically sophisticated software business is strongly preferred.

AI-company recruiting networks; institutional-growth-stage experience; Rippling or comparable HR platforms; compensation and manager-support practices; and employer brand.

We value demonstrated judgment and relevant work.

Build together. In Miami Beach.

At loopworks, we believe technology should make us more capable, connected, and human. We're an ambitious, collaborative team where curiosity, individuality, and fresh perspectives matter. Help shape what comes next, and enjoy the ride along the way.

Build alongside your colleagues in Miami Beach, with the ocean, culture and energy of an international city part of your everyday surroundings. Bring ambition for the work and curiosity about the life you can build around it.

Responsibility. Craft. A life beyond the screen.

Shape foundational decisions, work across disciplines and help build a product and company that earn people's trust.

ANNUAL BASE SALARY

\$195,000–\$250,000

Bonus, equity and benefits are separate.

Four in-office days per week initially. After six months, one additional remote day may be approved based on performance, role and business needs.

Bring your judgment. Help build what's next.

Candidate Privacy Notice

At loopworks, LLC, we respect your privacy and are committed to protecting the personal information you share with us during the recruiting process.

When you apply for a position or express interest in joining our team, we may collect your name, contact information, résumé, professional experience, qualifications, and other information you voluntarily provide.

We use this information for legitimate recruiting and employment-related purposes, including evaluating qualifications, communicating with candidates, conducting interviews, making hiring decisions, and complying with applicable legal obligations. Access is limited to authorized personnel and service providers involved in recruitment.

Hiring decisions are made by people, not automated candidate scoring or rejection systems.

We retain applicant information only as reasonably necessary for recruitment, applicable legal requirements, and legitimate recordkeeping purposes. Consideration for future opportunities will be handled separately where required by law.

Please do not submit Social Security numbers, financial information, medical records, or other sensitive personal information with your application.

For questions about your personal information or to exercise applicable privacy rights, contact dataprivacy@loopworks.com.

For additional information, please review our [Privacy Policy](#).

APPLY

jobs@getloopworks.com

To apply, send your résumé or professional profile to jobs@getloopworks.com with "Head of People & Talent Operations" in the subject line. A cover letter is not required.