People & Talent Operations Lead

Miami Beach, Florida | Full-time | Hybrid, four in-office days per week initially

Annual base salary: $150,000–$180,000. Bonus, equity and benefits are discussed separately; no award is promised.

Reports to: COO

Run recruiting and day-to-day People operations at loopworks. Personally move priority searches forward, administer Rippling and build reliable hiring, onboarding and employee workflows. This is an experienced, hands-on individual contributor role.

What you will own

- Personally source and recruit technical and other priority talent; coordinate interviews, evidence-based feedback, references, candidate communication and approved offers.
- Administer Rippling Recruiting and core HR yourself: configure stages, interview plans, permissions, approvals, reports and onboarding/offboarding automations. Test changes, document ownership and resolve workflow failures.
- Maintain accurate candidate and employee records. Coordinate payroll inputs, benefits, leave, equipment and access with Finance, the COO and authorized partners.
- Give hiring managers a weekly view of pipeline progress, overdue decisions, upcoming starts and blockers. Build practical manager support and employee routines with leadership.
- Protect confidential information and escalate employment matters to the COO and counsel. Hiring decisions, compensation exceptions and legal conclusions stay with the authorized decision-makers.

What you bring

- Deep, recent, hands-on Rippling administrator experience is required. You must have personally configured Recruiting and HR workflows, permissions, approvals, reporting and onboarding automations.
- Evidence of recruiting delivery and employee operations in a lean technology company; credible technical sourcing experience and disciplined candidate follow-through.
- Clear writing, discretion and sound judgment. Employee self-service use, generic HRIS familiarity or supervising an administrator does not satisfy the Rippling requirement.

Your first 90 days

First 30 days: audit the hiring pipeline, permissions and onboarding gaps. By day 60: implement and test priority Rippling workflows and a reliable weekly hiring cadence. By day 90: demonstrate accurate records, dependable candidate follow-up and repeatable onboarding with clear owners.

After six months, one additional remote day may be approved based on performance, role and business needs. Apply through the role-specific Rippling form linked from getloopworks.com/join. Please do not share confidential information.