



Administrative Job Description

The administrative position exists to develop and enhance Sequoia's Human Resources function and be a support to all Sequoia employees.

DUTIES & RESPONSIBILITIES:

- Works with Sequoia Directors to understand and execute Sequoia's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Manage the recruitment, interviewing, and hiring of qualified job applicants with direction from Sequoia Directors for organizational needs
- Oversee employee disciplinary meetings, terminations, and investigations.
- Analyze industry compensation and benefits to determine adequate offerings to employees and candidates.
- Develop and maintain policies and procedures.
- Perform other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office or related software.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility document form upon hire.