



WINGED KEEL GROUP®

# CAREERS

Position Title: People & Culture Assistant

Office Location: New York

Reports to: Nicole Harrington, Managing Director

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## Firm Summary:

Winged Keel Group is an independent life insurance brokerage firm that creates and implements tax-efficient, multi-generational wealth accumulation and wealth transfer strategies for ultra-high net worth families. With offices in New York, San Francisco, Boston, Richmond, Houston, and Washington, D.C., the firm specializes in the structuring and administration of large blocks of Traditional Life Insurance and large portfolios of Private Placement Variable Life Insurance and Annuities

## Position Summary:

Seeking a diligent, conscientious, and detail-oriented individual with exceptional interpersonal skills. Working in People & Culture, you will be involved in talent acquisition, employee relations, event planning, and understanding people and our business.

## Position Responsibilities:

- Executive Assistance to Managing Director of People & Culture:
  - Heavy calendar management
  - Scheduling interviews
  - Scheduling virtual meetings with employees
- Talent Acquisition:
  - Post job descriptions on various websites
  - Assist with sourcing and resume review
  - Assist with sending internal job posting emails
  - Manage Careers Page website updates, working closely with Marketing & Communications Director
  - Manage SharePoint (intranet site) updates for internal job postings
  - Track candidates in Excel spreadsheet and update as necessary
  - Administer pre-employment testing
  - Assist with evaluating potential candidates based on their Predictive Index Behavioral Analysis pattern results - Review patterns when candidates complete pre-employment assessments, as needed
  - Schedule interviews and prepare folders with resume and pre-employment testing materials for department heads
- Onboarding / Offboarding
  - Assist with New Hire orientations
  - Prepare paperwork for new hire orientations
  - Run New Hire Background Checks
  - Create orientation schedules and send calendar invites for sessions
  - Eventually lead orientations for intern and temp hires
  - Coordinate new hire access cards and new hire seating in New York office

- Manage updates for internal SharePoint homepage, employee directory, and office administration resources
- Plan and execute internal events, including Staff Meeting lunches, happy hours, and other firmwide activities, working closely with Managing Director of People & Culture
- Benefits/Performance Management
  - Manage Time Off in BambooHR, including setting up policies, adjusting balances as needed, and updating holiday calendars yearly
  - Assist with recording sick days
  - Assist with setting up performance management forms in BambooHR and crosschecking employee uploads
- Training and Development
  - Assist with WKG University Program – scheduling, materials, testing forms

Ideal Candidate Will Possess the Following:

- At least 1 year of experience working a fast-paced corporate environment
- At least 1 year of experience working in Human Resources
- Experience with sourcing resumes, Boolean and key word algorithm searches
- Superb proficiency in MS Outlook and tech savvy
- Highly detail oriented
- Exceptional skill set in organizing and systematizing processes
- Exceptional interpersonal skills both written and verbal
- Strong ability to multi-task and handle multiple requests simultaneously
- Superior initiative to accomplish tasks efficiently and meet deadlines
- Positive, can-do attitude
- Reliable, punctual, and dedicated
- Team player

Compensation / Benefits:

- Attractive annual compensation package is commensurate with experience
- Comprehensive benefit package includes medical, dental, life, disability, 401(k), Section 125, and other voluntary benefits.
- Eligible for annual bonus based on firm's net profit and employee's job performance – (profit sharing)
- Eligible for firms Employee Participation Plan – (revenue sharing)

To apply, please contact:

Nicole Harrington  
Managing Director, People & Culture  
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