

HR Operations and Data Specialist HQ, New York

ABOUT PURE EARTH

Pure Earth is a growing international nonprofit addressing one of the most urgent yet solvable global health crises, toxic pollution and its profound impacts on human health. We specialize in preventing lead and mercury exposure, deploying innovative, evidence-based solutions in low- and middle-income countries worldwide. Our initiatives not only protect vulnerable children and communities today but also build sustainable systems to ensure lasting change for future generations.

Recognized globally for our impactful programs and leadership on these issues, Pure Earth enjoys strong partnerships with governments, renowned philanthropies, and leading international development institutions. Our credibility is underscored by top ratings from nonprofit evaluators such as Charity Navigator and Candid/GuideStar.

With new multi-year funding, Pure Earth is scaling up proven interventions, establishing new country offices, and broadening cross-sector collaborations. At Pure Earth, you will be part of an agile, passionate team that swiftly translates science and innovation into meaningful action. Your contributions will yield clear, measurable outcomes, transforming countless lives around the globe.

POSITION SUMMARY

The HR Operations and Data Specialist is a technical and operational role designed to serve as a key partner to the Global HR Director. This position is responsible for the end-to-end execution of Pure Earth's global people functions, with a specific mandate to support organizational growth and alleviate administrative burden through the architecture of process efficiencies. Working in close collaboration with the Director, the Specialist will manage full-cycle recruitment, ensure 100% HR data and file accuracy and integrity, and support advancement of key HR department priorities, including research and drafting of global HR policies, procedures and manuals. The Specialist will partner with HR and Operations to analyze key global workforce trends, using these insights to drive continuous improvement across all HR functions. The Specialist will provide critical technical support and infrastructure management required to sustain Pure Earth's growth.

JOB RESPONSIBILITIES

Recruitment

- Manage end-to-end recruitment for US and international roles, from sourcing and screening to reference checks and offer negotiations.
- Build and maintain standardized templates for job descriptions, interview scorecards, and offer letters to ensure accuracy and global brand consistency.
- Provide high-level support to hiring managers, guiding them through the recruitment process and ensuring adherence to compensation and DEI strategies.
- Execute hiring processes with a strict focus on Diversity, Equity, and Inclusion (DEI) and EEO/hiring policies to maintain a diverse, high-performing talent pool.
- Collaborate with the Director to ensure a safe, supportive, and inclusive workplace where team members thrive.
- Lead the transition from candidate to employee through automated onboarding (Power Automate) and professional offboarding procedures.

- Maintain the digital library of mandatory training materials and ensure 100% team member compliance (Ethics, Anti-Harassment etc.)

HR Administration

- Serve as the primary technical point of contact for global staff, managing the "HR Helpdesk" to resolve routine inquiries regarding benefits, payroll, and policies across time zones.
- Serve as a responsive operational bridge for staff across various time zones, supporting the Director in resolving HR-related issues.
- Conduct exit interviews for staff and provide you with a quarterly "Themes and Trends" report to inform your retention strategy.
- Provide traditional HR support in benefits administration, annual performance review cycles, and assist with Employee Relations.
- Perform other HR and organizational tasks as delegated by the Global HR Director.

Compliance, Policy & Training

- Maintain a high-level understanding of US Labor Laws (FLSA, EEO, etc.) and collaborate with the HR Director to ensure compliance with global labor standards in all countries of operation.
- Collaborate closely with the Global HR Director to develop SOPs and maintain up-to-date policy documents and handbooks.
- Develop and maintain strong daily coordination with Account Managers at our PEO and Global EOR partners to align payroll, benefits, and local legal requirements
- Coordinate and deliver training modules for new hires, ensuring all global staff have 24/7 access to mandatory materials.

Process Automation & Data-Driven Analytics

- Leverage Microsoft Power Automate and Copilot to automate repetitive HR tasks, including the real-time generation and maintenance of organizational charts and staff directories.
- Build and manage automated digital flows for established onboarding and offboarding SOPs to ensure a seamless and tailored "zero-touch" experience for new hires.
- Build and maintain Power BI dashboards to monitor organizational health (retention, turnover, satisfaction), providing the Director with "Board-ready" data and accurate HR information upon request.
- Maintain absolute accuracy in HR record-keeping and data protection for all global staff changes, including promotions, raises, and job classifications.

QUALIFICATION

- Education: Minimum of a Bachelor's degree in HR Management, Business Analytics, or relevant field.
- Certifications: SHRM-CP/PHR or equivalent certifications are highly preferred.
- Experience: 5+ years of progressively responsive HR experience, specifically within fast-growing or international organizations.
- Expert proficiency in Microsoft Power BI, Excel (Power Query, Pivot Tables, XLOOKUP), and Power Automate.
- A rigorous analytical mindset with the technical ability to perform complex data modeling, maintain 100% data integrity, and create "Board-ready" visualizations that track key performance indicators (KPIs).
- Expert ability to leverage Microsoft Copilot and build custom Copilot Agents to automate complex HR reasoning, draft high-level policy documentation, and engineer "agentic" workflows that transform manual administrative tasks into high-speed autonomous processes

- Proven experience supporting diverse teams across US and international offices with a commitment to DEI.

COMPETENCIES

- Strong employee engagement and coordination skills with the capacity to collaborate effectively at cross-functional level
- Analytical thinking and strong independent judgement skills with a problem-solving attitude
- Proactive and adaptable with strong learning agility
- Strong communication and public speaking abilities
- Strong understanding of humanitarian programs, systems and HR Models

WORK ENVIRONMENT

- Schedule: Full-time, exempt, Monday - Friday, 9am-5pm.
- In-Person Requirement: Minimum Tuesdays and Wednesdays in the NYC office

PAY TRANSPARENCY

This is a full-time exempt position with a compensation range of \$80,000 - \$96,900(L4). This role is eligible for benefits including medical, dental, and vision benefits, paid holidays, paid sick time, paid parental leave, 401(k) plan participation, and life and disability insurance.

EQUAL EMPLOYMENT OPPORTUNITY AND REASONABLE ACCOMMODATIONS

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation or any other protected status. We provide reasonable accommodations to applicants with disabilities. If you require accommodation to complete the application or interview process, including skills test, please let us know when you are contacted for a screening or interview.

This job description may be revised and updated as required to meet organizational objectives.