



WE'RE HIRING!

A successful and growing Executive Recruiting Firm
is looking for a **People Operations Manager** to join our team.

Gibson Consultants, located in Wilmington, NC, is now in need of an outgoing, patient, hardworking multitasker. As a key member of our team, you will be responsible for managing the day-to-day needs of our staff including overseeing our internal hiring program, onboarding new employees, managing company training initiatives and coordinating employee events.

This position is based in Wilmington, NC and reports to the Chief Operating Officer. The position is full-time in a hybrid work environment (both in-office and remote work).

What you must have:

- Prior experience hiring, onboarding and coordinating training
- Exceptional computer skills including Microsoft Word and Excel; Salesforce or CRM is a plus
- Excellent written and verbal skills
- Ability to multitask and stay organized
- Ability to implement and execute programs to completion
- Ability to determine employee motivation to accurately implement incentives geared toward increasing performance
- Previous people and office management experience, ideally in a startup or small office in growth mode

What you will do:

- Oversee our internal hiring program, onboard new employees, coordinate and manage company training initiatives and coordinate employee events.
- Interview all prospective employees
- Manage day-to-day office and employee needs
- Coordinate installation and set up of computer and office equipment including software licensing, repairs and upgrades for office and employees (work with our technology vendor)
- Track and report on all office statistics including send outs, job orders, billings and cash-in – knowledge of Salesforce is a plus
- Spearhead office culture initiatives to ensure a culture of engagement

What we offer:

- A competitive base salary
- An annual bonus based on company revenue
- A quarterly and annual bonus based on individual goals
- A career path offering both growth and opportunity
- Medical coverage including vision and dental insurance
- Short term disability, long term disability and employee assistance program
- Simple IRA matching up to 3% of the employee contribution
- Generous Paid time off – 15+ Holidays and 15 PTO days at start date
- Flexible Hybrid work environment

Company Overview: Who We Are and Why Us

Gibson Consultants (www.gibson-consultants.com) is a Wilmington-based executive search firm. We are sometimes called recruiters or headhunters. CEOs often say, "Our people are our greatest asset." Building upon that idea, our mission is to help our client companies build strong leadership teams.

Since 2002, Gibson Consultants has built a successful business focusing on healthcare companies. Healthcare is one of the largest and most dynamic sectors in the US. It's roughly 1/6th of the US economy and has been undergoing massive change, which has made talent that much more valuable.

We are enjoying greater demand for our services than ever before. This has allowed us to build an entrepreneurial company with a strong culture in our Wilmington headquarters. For example, every quarter we engage in philanthropy events together and host social events.

We are small enough to be nimble and fun, yet large enough to be financially stable, with a good reputation in our market. With a start-up feel, we're experienced enough to have invested well in technology platforms and systems, and we provide significant support to our Search Consultants.

We are a small business (10-15 employees) that is growing.

Our office works collaboratively, helping each other succeed, and our work environment is free of bureaucracy and office politics. Our people work here because they want to be here.

Next Steps

Please submit your resume, and cover letter to:
employment@gibson-consultants.com

Check out the [Prospective Employee page on our website](#)

Gibson Consultants is proud to be an equal opportunity employer and is dedicated to pursuing and maintaining an inclusive and diverse workplace.