



Job Title: Senior Manager Human Resources Operations

Reports To: Senior Director, Human Resources

CeQur® Corporation develops and commercializes a convenient, discrete, and simple-to-use wearable insulin delivery device that easily integrates into patients' daily lives. CeQur Simplicity™ is a 4 Day Insulin Patch designed to revolutionize insulin delivery and simplify the lives of people with diabetes by providing injection free dosing. CeQur Simplicity™ is FDA cleared.

At CeQur, we aim to provide solutions for people with diabetes that are profoundly simple and clinically effective. We are gaining tremendous momentum already and have built a leadership team and board that is comprised of accomplished and respected industry experts. We are looking for like-minded A+ team players to join our team to help make a difference and build a legacy while driving penetration of our therapies. CeQur values a collaborative and creative mindset, where each team member is encouraged to contribute to our processes, decisions, planning and company culture.

Position Overview

The Senior Manager, Human Resources Operations leads and optimizes core HR operational functions to deliver a seamless, compliant, and engaging employee experience while actively reinforcing the organization's culture and values. This role is responsible for overseeing onboarding, benefits administration, payroll coordination, and HR compliance, and plays a critical role in embedding cultural principles into HR processes and day-to-day employee interactions. Partnering closely with HR leadership, Finance, and cross-functional stakeholders, this position supports organizational effectiveness, scalability, and a positive workplace environment. The ideal candidate is highly detail-oriented and process-driven, with demonstrated experience scaling HR operations in a fast-paced, high-growth environment while fostering a culture of trust, accountability, and inclusion.

Responsibilities:

Onboarding & Employee Lifecycle Management

- Lead the end-to-end onboarding process to ensure a positive and consistent employee experience, including new-hire documentation, orientation scheduling, system set-up, and Day 1 readiness.
- Maintain and improve onboarding workflows, checklists, and materials to support operational efficiency and compliance.
- Oversee offboarding processes, ensuring timely communication, system access removal, and collection of company assets.
- Manage employee data integrity across HRIS systems and ensure accurate and timely updates.

Benefits Administration

- Oversee the administration of all employee benefits programs, including medical, dental, vision, disability, life insurance, 401(k), wellness initiatives, and leave programs.
- Serve as the primary point of contact for employees regarding benefits questions, issue resolution, and program education.



- Partner with brokers and vendors to ensure accurate enrollment, billing, renewals, and ongoing benefit compliance.
- Support annual open enrollment planning, communication strategies, and execution.

Payroll Coordination

- Partner with Finance/Payroll to ensure accurate and timely processing of bi-weekly payroll, including new hires, terminations, compensation changes, and leaves of absence.
- Validate payroll data for accuracy and resolve discrepancies promptly.
- Manage employee lifecycle transactions that impact payroll (deduction changes, benefit elections, bonuses, commissions, etc.).
- Ensure payroll processes adhere to federal, state, and local regulations.

Compliance and Policy Management

- Ensure HR processes and policies comply with all applicable laws and employment regulations.
- Maintain accurate employee records and compliance documentation, including I-9s and audit files.
- Partner with legal and HR leadership to update and maintain employee handbook, policies, and procedures.
- Support audit requests, regulatory filings, and internal compliance reviews.

HR Systems, Reporting & Process Improvement

- Serve as the HRIS lead to adopt and implement new systems; ensuring data accuracy, system optimization, and user training.
- Generate routine and ad-hoc HR reports, dashboards, and analytics for leadership.
- Identify opportunities to streamline HR workflows, enhance efficiencies, and improve employee experience.
- Lead or support HR projects, including system implementations, policy updates, or company-wide initiatives

Employee Support & Communication

- Act as a resource for employees and managers, delivering prompt, accurate guidance on HR processes and policies.
- Develop clear, professional communications for onboarding, benefits, HR programs, and company-wide announcements.
- Foster a service-oriented HR operations environment that supports a positive and inclusive culture.

Qualifications & Responsibilities

- Bachelor's degree in Human Resources, Business Administration, or related field; HR certification preferred.
- 7+ years of HR operations experience, including onboarding, benefits, payroll, and compliance; prior experience in a high-growth or highly regulated environment preferred.
- Strong knowledge of employment laws, HR compliance, and benefits regulations.
- Experience working with HRIS platforms.
- Exceptional attention to detail, organizational skills, and customer service orientation.
- Ability to manage multiple priorities, meet deadlines, and work with a high level of confidentiality.
- Strong communication and collaboration skills; ability to partner effectively across teams.
- Up to 10% travel