



Head of HR and Office Management

Job Type: Full-Time, Onsite

Location: Mountain View, California

Salary Range: \$110K – \$120K

Company Overview

[Levita Magnetics](#) is a privately backed medical device startup with an established commercial presence and an early stage working environment. We are based in Mountain View, California with offices in Santiago, Chile.

We are seeking an experienced leader and manager to head up Human Resources and Office Management activities. In this role, you will take a hands-on approach to leading the human resource and office management functions and provide strategic direction to support company growth goals.

Levita has pioneered [Magnetic Surgery®](#) and recently launched [MARS™](#) featuring Dynamic Magnetic Positioning™. Our team thrives in a startup environment and we're developing a growing pipeline of new products.

Come join a dynamic and highly motivated group with the mission to help more patients get access to better surgery, for millions of people worldwide, via an innovative combination of magnetics and robotics!

Key Responsibilities

- **Employee Benefits Management:** Manage employee compensation and benefits programs including the employee equity awards program.
- **Talent Management & Recruiting:** Implement and maintain processes for evaluating and rewarding employee performance. Work closely with company management to define organization structure and resource needs, and lead recruiting efforts. Coordinate onboarding and termination activities.
- **Employee Engagement/Team Building:** Lead efforts to build and maintain a highly engaged and motivated work force.
- **Company Policies:** Establish and maintain general office and personnel policies.
- **Regulatory Requirements:** Ensure compliance with applicable labor laws and regulations, including OSHA/EH&S.
- **Office Management:** Ensure smooth operation of the office environment by providing general administrative support, coordinating/supervising office support services (e.g., IT, janitorial) and providing accounting support (e.g., payroll processing, A/R).
- **Change Management:** Leading change management initiatives to help the organization adapt to new processes, technologies, and workflows that come with scaling.
- **Cross-Department Collaboration:** Working closely with our Chilean operations to ensure a cohesive approach to business scaling, including budgeting, resource allocation, and technology integration.

Qualifications

- Bachelor's degree in human resources, business administration, management, psychology, or a related field.
- A minimum of 10 years of experience in a similar role
- Experience working in a start-up environment in a regulated industry (preferably medical device)
- Clear written and verbal communication skills
- Ability to plan and manage change within the organization
- Strong sense of cultural awareness
- Experience in facilitating conflict resolution and fostering positive communication.
- Strong relationship-building skills

Qualified candidates can submit their resume to careers@levita.com for consideration.



Head of HR and Office Management

Levita Magnetics is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We offer stock options and a comprehensive benefits package, including a 401(k), medical/dental/vision and life insurance, and wellness benefits.

Compensation may vary for different individuals in the same role based on several factors, including but not limited to individual competencies, education/professional certifications, experience and performance in the role.