



**INNOVATION
IS KEY TO
GROWTH**

April 2022

ARK Investment Management Is Hiring: **Human Resource and Corporate Services Manager**

Who We Are:

ARK is a global investment manager focused solely on investing in disruptive innovation that is changing the way the world works. Majority owner, Catherine D. Wood, founded ARK in 2014 on the belief that innovation is key to growth. Rooted in over 40 years of experience, ARK aims to identify large-scale investment opportunities in the public and private markets resulting from technological innovations centered around genome sequencing, robotics, artificial intelligence, energy storage, and blockchain technology. We invest in the leaders, enablers, and beneficiaries of disruptive innovation.

ARK manages and sub advises long-only global public equity portfolios across a variety of investment vehicles, including a suite of exchange traded funds (ETFs), mutual funds, and separately managed accounts. Our investments are backed by an open research ecosystem designed to identify innovations with the potential for long-term growth. As of December 31, 2021, ARK's total assets were over \$50 billion.

ARK is committed to ensuring equal employment opportunities for all employees and strives to maintain an environment free of discrimination based on race, color, religion, gender, national origin, ancestry, age, disability, genetic information, military or veteran status, marital status, sexual orientation, gender identity, citizenship, or any other protected category or characteristics as defined by federal, state or local laws. If you want to learn more, visit our "[Philosophy](#)" page to understand how ARK differs from traditional investment firms. We also encourage you to meet the [ARK team](#) and follow us on Twitter.

What You Will Do:

We expect you to work closely with our leadership team; research, lead and execute on the functions of the Human Resources (HR) / Corporate Services function including hiring and interviewing staff, and consultants, administering pay, benefits, and leave, and developing and enforcing company policies and practices. In addition, the role will assist with the managing of HR policy and personnel related internal communications, as well as supervising the administrative staff and at times assisting with the operational functions (corporate services) of the headquarters office. We are based in St. Petersburg, Florida, and you will work from the Florida office.

Responsibilities:

- Recruit, interview, hire, and help lead training for new staff.
- Oversee and execute the daily workflow of the human resource function, including benefits administration.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Help evolve performance evaluation process.
- Lead and execute the annual and interim compensation processes.
- Handle employee performance related actions in accordance with company policy and coordination with the company's legal team.
- Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provide support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Administer employee Visa and Green Card processes to acquire and retain new and existing staff.
- Perform other duties as assigned by leadership team.

Who You Are:

- You are highly motivated, proactive, collaborative, intelligent and have demonstrated excellence in prior endeavors.
- You have 5+ years of experience in human capital functions, operations and management.
- You have a Bachelor's degree in Human Resources, Business Administration, or related field required.
- You have SHRM-CP or SHRM-SCP certifications, which are highly desired.
- You have strong technical skills, sharp intellect, and the ability to decipher complex issues.
- You have strong oral and written communication skills and can articulate effectively regarding complex topics.

- You are inherently capable of developing internal and external relationships and partnerships.
- You enjoy working in a collaborative, transparent and diverse environment.
- You believe in innovation and place in maintaining a productive and sustained business environment.
- You enjoy working as part of a high-performance team. You want to contribute and build the team's culture.

How to Apply

Thank you for your interest in ARK! Please use the below link to apply:

[Click here to send your resume and a brief cover letter to ARK.](#)