



## HR & Office Manager @ Del Mar Vacations

### Who We Are

Del Mar Vacations is a Veteran-owned and operated, full-service vacation rental company with over 385+ homes across Cape Cod. Our mission is to create lifelong memories through 5-star guest and homeowner experiences—and we do that by putting hospitality and service at the heart of everything we do.

We're a team of passionate, smart, and engaged people who solve problems creatively and serve with care. Our ideal teammates thrive in a high-energy, tight-knit environment, are intellectually curious, optimistic, and ready to pivot when things change.

We live and work by our mantra:

**R.R.R.E.E.E. – Readiness. Responsiveness. Resolution. Empathy. Efficiency. Enthusiasm.**

It's how we show up, how we fix things, and how we treat people.

Our values make this more than just a job:

- **Be Reliable. Reliable. Reliable.**
- **Think like a Guest. Think like a Homeowner. Think like a Team Member.**
- **The Obstacle is the Opportunity.**
- **Make it Happen.**
- **Be Anti-Fragile.**

If that resonates with you, keep reading.

### The Role: HR & Office Manager

Are you the kind of person who brings order, warmth, and celebration to every corner of a workplace? Someone who makes things better and more fun? We're looking for a proactive, systems-minded, people-first HR & Office Manager to help us take care of our greatest asset—our team.

### What You'll Own

## HR & People Ops

- Collaborate with our recruiter to hire, onboard, and welcome amazing new team members
- Coordinate performance reviews, scorecards, and learning opportunities
- Keep us compliant and confident: FMLA, FLSA, ADA—you've got it covered
- Do the HR paperwork – organize, and file to the highest standards
- Connect our benefits with our team, and be the point person for questions
- Guide employee relations with thoughtful documentation and support
- Lead team surveys and culture initiatives that actually lead to action
- Handle offboarding with respect and care

## Office, Culture, & Team Experience


- Create a clean, functional, and joyful office environment; coordinate office renovation projects
- Own the Del Mar team events, and swag
- Manage office supplies, tech setups, schedule postings, and furniture placement (an eye for design is a bonus!)
- Host meetings, visitors, and spontaneous celebrations
- Support our employer brand and team training initiatives
- Celebrate milestones with gifts, shoutouts, and events
- Help us build out our "Team Member Experience" perks

## You Might Be a Fit If You...

- Have 2–5 years in HR or office operations
- Know your way around Gusto or similar HRIS
- Communicate clearly, kindly, and proactively
- Love structure but never forget the people inside it
- Can manage compliance and culture in the same breath
- Want to shape how a team feels, works, and grows

## WHAT'S IN IT FOR YOU?

- Amazing co-workers
- 75% paid health insurance for you + any dependents
- Dental + vision
- HSA (health savings account)
- 401k with up to 4% match
- Professional development opportunities
- Yearly bonus program (and other rewards and recognition both big and small)
- Opportunities to engage and connect with one another and the wider community through engagement events and volunteer opportunities
- Enjoy autonomy to build, create, and improve things daily
- Nice office in downtown Orleans (access to restaurants and activities), growing company, and people who care

 **Ready to make Del Mar even better?** Apply now and help us take care of the team that takes care of everyone else.