



Program Specialist

Denver, CO (virtual)

The Program Specialist is responsible for managing the full life cycle of the onboarding process for our clients referred contractors. This will include documentation receipt, accurate input, maintaining database integrity, ongoing contractor care management inquiry resolution and consistency across accounts. Coordination with multiple internal teams, communication regarding onboarding progress internally and externally. We strive to create an extraordinary experience for contractors and customers alike.

What you'll get to do:

- Manage onboarding of new contractors by gathering and validating all relevant legal documentation to adhere to client's requirements
- Capturing and effectively recording appropriate data in various systems in a timely manner throughout the process
- Ensuring appropriate business teams are kept apprised of progress throughout process until onboarding is complete
- Proactively collaborate with Payroll, Accounting, Program and Compliance teams
- Track and report on missing documentation per client policies
- Create and maintain structured and organized records for each client
- Contact contractors to obtain missing documentation
- Maintain and update contractor information in appropriate systems
- Provide continued contractor care through the life cycle of their client engagement

Skills and experience we value:

- Excellent communication skills, both verbal and written
- Excellent listening skills
- Excellent customer service skills
- Attention to detail in document reviews as well as system input
- Good organization skills; can manage multiple requests and stay organized
- Prior staffing/recruiting/HR experience is a plus
- Strong critical thinking and problem-solving skills
- Bachelor's degree a plus
- MSP/VMS knowledge a plus
- Experience with Canadian T4 employees a plus

Benefits and location:

- Pursuant to Colorado regulations, if this job is performed in Denver CO, the salary range is \$40,000-\$48,000 plus bonus potential
- The current delivery team is based in Denver, CO, and this position can be based in North America
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan



- Voluntary life insurance
- Many more ancillary benefits

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.