



Human Resources Coordinator

Location: Remote (office in San Francisco)

Terms: Part-time, indefinite. Estimated 5 hours per week.

D-Rev is seeking an energetic and mission-driven Human Resources Coordinator as we bring high quality medical technologies to low-resource environments around the world. You will support the team and take a leadership role in the day-to-day HR function. Reporting to the COO, you will be a key member of the leadership team and critical to the future success of the organization. The ideal candidate is proactive, has a keen eye for detail and is an excellent communicator. We look for those unique individuals who will join with us to unabashedly and relentlessly close urgent healthcare gaps with medical technology.

Responsibilities

- Onboarding
- Offboarding
- Support in hiring, including screening candidates
- Payroll
- Refine, research, and implement benefits package
- Research new systems
- Support on monthly and annual compliance
- Admin support

Requirements

- 3+ years of HR experience
- Background in bookkeeping, accounting, or admin is a plus with payroll experience preferred
- Excellent written communications
- Well organized
- Detail oriented
- Can work with a significant amount of autonomy

About D-Rev

D-Rev believes that good health is a human right. The need for quality healthcare spans the economic spectrum. Regardless of where you are from and what you do, health is critical to well-being, productivity, and autonomy. For people to live their best lives, they must be healthy. We exist to design and deliver medical technologies that close the quality healthcare gap for underserved populations.

We are a portfolio design company that prioritizes the user in the development of products and have been recognized by Fast Company as one of the World's Most Innovative organizations and the World Economic



Forum as a Technology Pioneer. The scaling of our first product, Brilliance, is monumental in global health - it is one of the earliest examples of a nonprofit-developed global health product scaling through the market and impacting the world's poorest patients. D-Rev now has a portfolio addressing four critical health issues. To date, over [700,000](#) patients have been treated with a D-Rev device, and we have had sales in 60+ countries.

Over the next three years, D-Rev is expanding our product portfolio to 6+ product lines that will address critical health needs and close the quality gap in newborn health. After that, we will accelerate portfolio expansion to close ten globally critical health gaps by the year 2030, the target year of the UN's Sustainable Development Goals.

How to Apply

Please send a cover letter and resume to jobs@d-rev.org, and indicate "HR Coordinator" in the subject line of the email.

D-Rev is an equal opportunity employer. We value a diverse workforce and an inclusive culture. D-Rev encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.