

## Join Our Team



**ManagEase**®

**Original HR Thinking.  
Remarkable HR Expertise.**

For 20 years, ManagEase has turned Human Resources management into a competitive advantage for clients across a broad spectrum of industries. Our HR services promote best practices and compliance with state and federal regulations, no matter the industry. Our experts live and breathe all things HR, and we are dedicated to the success of our clients and their employees.

As human resource experts, we recognize the immense value each employee brings to ManagEase's culture of teamwork and client-focused service. We are committed to creating a positive work environment for all employees. We offer a competitive compensation and benefits package, as well as continuing education and flexible working arrangements.

Our corporate office is located in sunny Irvine, California and boasts access to a state of the art fitness facility and concierge services.

Our commitments are guiding principles that influence our interactions with clients and team members, they shape our culture and define our brand.

## Our Commitments

### We Find the Shortest Route

Provide outstanding services and produce work product in the shortest steps, without compromising anyone's liability. When others are involved, pass the work to them leaving the fewest steps for them.

### We are Fanatical about Commitments

Meet or exceed response time and delivery of services based on expectations that are promised, requested or defined in contracts or agreements. Pro-actively keep clients, coworkers and vendors updated on delivery of services including when timetable is changed.

### We take Extreme Ownership

Make sure each client touched, each employee touched, each vendor touched, has the best possible experience with ManagEase.

### We Get the Facts

Don't make assumptions. There is always more to the story than it first appears. Gather the facts before jumping to conclusions or making judgments. Be curious.

### We are Prepared

Plan ahead. Anticipate needs at meetings, phone calls, interviews, on-site visits and sales calls. Research, draft questions, create agendas, gather data, and see each interface as a presentation of who we are as a company, that we value their time, and we strive to determine optimal results, action items and clear initiatives.

### We Focus on the Outcome

With each situation presented, each project, each opportunity, each challenge -- determine what the ideal outcome should be and let that drive the strategy. There may be more than one outcome that is needed in each situation and very often outcomes are linked to our clients' return on investment. Excellent outcomes build our brand.

## Contact Us

Find out more about how you can become part of the ManagEase team.

**ManagEase Human Resources**  
**(888) 230-3231**  
**[www.ManagEase.com](http://www.ManagEase.com)**

ManagEase is an equal opportunity employer.

## ManagEase Benefits Package



ManagEase's health benefits package includes a variety of options to suit our employees' diverse needs.

This package is available to all employees working a minimum of 30 hours per week. Employees become eligible for benefits on the first day of the month following 30 days of continuous employment.

ManagEase covers a major portion of the monthly premiums for some of our plan offerings, which include the following:

MEDICAL, DENTAL & VISIONS PLANS

LIFE/AD&D BENEFITS

401(k) RETIREMENT PLAN DISCOUNT

PET CARE PROGRAMS EMPLOYEE

ASSISTANCE PROGRAM VOLUNTARY

SUPPLEMENTAL PLANS

## Work-life Balance



Having time to enjoy life is part of where you work. ManagEase encourages balance in our employee's professional and personal lives. We know that employees can shine their brightest when they have ample time to recharge their batteries. ManagEase provides paid holidays, vacation time and sick leave.

### PAID HOLIDAYS

ManagEase provides the following paid holidays each year:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (when falling on a weekday)
- Christmas Day

### VACATION

All full-time employees earn vacation starting at a minimum of 10 days per year. As employees complete more years of service with ManagEase, vacation time increases to 20 days per year.

### PAID SICK LEAVE

In addition to vacation time and holidays, full-time employees accrue six days of paid sick leave per year. Part-time employees accrue three days of sick leave per year.

### TIME

## Growing Together



Company and career growth is a vital part of a healthy business. We offer opportunities for employees to broaden their career skills and network because we know that growing our business and investing in our employees' professional development go hand-in-hand.

### EDUCATION ASSISTANCE

ManagEase supports all employees' professional development. Employees may be eligible for reimbursement of qualified tuition and other expenses (e.g., registration fees, courses or required textbooks) based upon relevance to the job and pre-approval.

Study groups and certification fee reimbursement are also available for professional accreditation programs, including HRCI, SHRM and APA.

As a consulting HR firm, ManagEase delivers unique opportunities for employees to acquire hands-on experience in a multitude of industries. Our mentorship program provides employees with the skills and knowledge to take on any role in the HR field.

### EMPLOYEE REFERRAL BONUS

We welcome your referrals for other talented individuals to join our team! The ManagEase Employee Referral Bonus program encourages employees to refer qualified external applicants. Upon hire and completion of six months of employment, referring employees will receive a bonus acknowledging their contribution to the company's talent pool.