



Location: Tampa, FL

Reports to: Founder & Executive Team

Type: Full-Time | In-Person

About BevelUp

At BevelUp, we set the gold standard in modern aesthetics and longevity. More than a medspa, we're a destination where regenerative medicine, clinical expertise, and intentional rituals meet—designed to help you look your best, live well, and age in reverse. Our results-driven approach blends high-performance skincare with science-backed treatments that work from the inside out. What we're building is more than skin deep—and it starts with the culture we create behind the scenes.

Position Overview

We're seeking a **People & Culture Coordinator** to champion our internal team experience, from hiring and onboarding to engagement and everyday energy. This role is part HR support, part vibe curator, and part internal communications lead. You'll help shape a workplace that feels connected, inspired, and consistently one step ahead.

Key Responsibilities

Talent Acquisition & Onboarding

- Manage the hiring process from application to offer: screen applicants, coordinate interviews, and communicate with candidates in a timely, brand-aligned way
- Collaborate with hiring managers to align role clarity, job postings, and onboarding timelines
- Own the onboarding experience: prep welcome kits, organize Day 1 agendas, and schedule new hire training across departments
- Track onboarding progress through 30/60/90-day check-ins and feedback loops

Culture & People Experience

- Coordinate and celebrate team milestones (birthdays, anniversaries, promotions, life wins)
- Plan internal events including staff meetings, team-building activities, seasonal parties, and more
- Ideate and execute ways to keep culture momentum strong

- Maintain employee files, directories, team calendars, and org charts

Internal Communications & Alignment

- Draft clear, engaging internal emails, reminders, and celebrations
- Support leadership with internal updates and ongoing initiatives- helping track progress and report back
- Assist with digital signage, onboarding decks, and creative documentation to make internal communication visually impactful
- Ensure team-wide alignment on policies, process changes, and culture expectations

Qualifications

- 1–3 years of experience in a people-facing, operational, or coordinator role
- Energetic, organized, and detail-oriented with a passion for human connection
- Excellent communication and follow-through skills
- Aesthetic, wellness, hospitality or lifestyle experience a plus
- Natural host/hostess energy: thoughtful, welcoming, solution-minded
- Strong tech skills: Google Workspace, Slack, Notion or Asana, Canva a plus

To apply: Send resume to hello@bevelup.com