

Title **Human Resources Manager**

Position We are looking for a motivated Human Resources Manager to oversee the HR responsibilities of our dynamic and rapidly growing business.

Company Akston Biosciences is developing and manufacturing new classes of biologics using our novel fusion protein platform. We have built a diverse pipeline of therapeutic candidates including a clinical stage COVID-19 vaccine, ultra-long-acting insulins and autoimmune disease therapies.

Qualifications

- 1 to 3 years generalist experience in Human Resources (minimum)
- Thorough knowledge of HR principles and federal/local regulations
- Demonstrated success in recruiting and retaining diverse employee talent
- Bachelor's degree in business or related field preferred

Primary Duties

- Develop, implement, and administer all Human Resources functions
- Advise senior management on Human Resources policies and program matters
- Develop and drive creative Human Resources initiatives and activities
- Design and implement strategic recruitment plan to attract and retain personnel
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Prepare payroll for processing
- Prepare and maintain Employee Handbook; educate and communicate company personnel policies and procedures to current employees and those newly-hired
- Answer employee questions regarding salary, benefits, company policies, etc.
- Onboard newly hired employees, including completion of employment documents, and benefit enrollment
- Assist employees with immigration matters and act as point of contact with company's legal counsel
- Create and maintain complete and confidential files for each employee, including supervisory reports on performance, change of status, etc.
- Process, verify and maintain documentation relating to personnel activities, such as recruitment, training, grievances, performance evaluations, and classifications
- Perform benefit administration, enrollment, plan questions, claims resolution, open enrollment, and annual re-evaluation of benefit plans
- Perform other duties as assigned by senior management

Other Responsibilities & Skills

- Detail oriented with exceptional personnel management skills; strong communication and interpersonal skills
- Good organizational skills with ability to multi-task and to adapt changing priorities in a fast-paced and dynamic environment
- Ability to work independently with little supervision
- Proficiency in MS Word, Excel, and Power Point essential
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with our senior management team

Compensation We offer our employees competitive compensation, medical/dental, retirement plan, 3 weeks' vacation and paid holiday/sick time, tuition reimbursement, patent incentive plan, and equity incentive plan.

Other Must live within commuting distance of Beverly, MA

Contact Candidates should send resume and letter to careers@akstonbio.com