



Global Headquarters

4105 Hopson Road, Suite 146
Morrisville, NC 27560 USA

info@kymanox.com

General +1 919.246.4896

Tuesday, 26 February 2019

FOR PUBLIC RELEASE

PERMANENT, FULL-TIME JOB OPENING:

APPROVED
By Stephen Perry at 8:42 pm, Feb 26, 2019

Human Resources Manager / Sr. Manager

NOTE: Exact title commensurate with incoming qualifications.

Reports to CEO

About Kymanox:

Kymanox is a diversified organization that helps its clients in the biotechnology, pharmaceutical, and medical device industries. Besides providing contract services, we also develop and maintain products for use in the same industries. Kymanox was founded in 2004 and has been growing steadily since its inception. Our clients range from Fortune 100 companies to virtualized, venture-backed start-ups.

Division/Region:

RTP Headquarters (Durham, North Carolina USA)

Group:

Business Services

Timing:

Applications: Now to May 2019

Interviews: Now to May 2019

Start Date Range: March 2019 to June 2019

Required Educational Background:

Bachelors degree from an accredited four-year college or university in a related field (e.g., business, marketing, communications). Master's degree in Human Resource Management preferred. Professional certifications, such as those conferred from SHRM and HRCI, highly recommended.

Experience:

The ideal candidate will have 5 to 10 years of experience in the Human Resources field, particularly at Biotechnology, Pharmaceutical, and/or Medical Device companies. Applicants who have helped scale a rapidly growing organization and helped create, maintain, and nurture company culture are especially desired.

Additional experience ideally includes the following:

- Establishing and leading recruiting and hiring practices
- Implementation of a Human Resources Information System (HRIS)
- Coordination of training and development programs
- Formulation of Human Resources policies for employee relations
- Managing of compensation plans, policies, and structures
- Development of company wage and salary compensation systems
- Supervision of employee benefit plans
- Leading company compliance with all government and labor laws and reporting requirements such as EEO, ADA, ERISA, OSHA, etc.
- Knowledge of Rhythm, 4DX, or other well-known operating methodology

Job Description:

Provide strategic leadership to the Business Services group in all areas of the Human Resources realm. The manager will:

- Coordinate all HR support needs such as hiring, onboarding, employee counseling, payroll administration, benefits administration, and terminations.
- Oversee the development of all HR initiatives such as annual goal setting, company performance reviews, merit planning, compensation adjustments, career planning, and employee development and training.
- Maintain and update all HR administration needs to ensure compliance, including maintenance of the Employee Handbook.
- Manage office administration needs in coordination with office manager.
- Provide management coaching and support to the CEO, Executive Leadership Team, and Senior Leadership Team.
- Coordinate with internal and external marketing team members to drive positive culture and brand messaging.
- As applicable, work with external HR contractors to coordinate any outsourced HR activities (e.g., 401(k) plan administration).

Desired Aptitude and Skill Set:

- Proven ability to manage assigned projects and programs effectively
- Strong capacity to assess situations objectively and draw sound conclusions
- Managerial (i.e., “do things right”) and leadership (i.e., “do the right thing”) skills
- Outstanding written and oral communication and presentation skills
- Detail-oriented
- Highly organized
- Commitment to meeting deadlines and producing top-notch deliverables
- Ability to multi-task
- Strong relationship-building skills with ability to maintain confidentiality

- Excellent problem-solving skills
- Commitment to quality and excellence
- High level of motivation and eagerness to learn in a self-started environment.
- Seasoned soft skills
- Team player mentality
- Enthusiasm, confidence, and curiosity
- IT and technology savvy

Travel:

Local travel within RTP, Raleigh, and Durham areas is required – as well as other areas in North Carolina from time to time. Up to 10% remote travel; the emphasis of this position is to stay local and work primarily in the RTP area but with the ability to travel to office hub locations in the USA and attend applicable HR conferences for continued professional development.

Career Development:

The position will evolve over time and responsibilities will be added continuously as this is a fast-growing aspect of Kymanox. Since Kymanox is a rapidly growing company, there will be opportunities for advancement – both within the currently defined role and within the Business Services group.

Compensation:

Base salary is commensurate with experience, qualifications, and other intangibles evident during the interview process – as well as market conditions. Eligible for incentive program after 90 days of outstanding work.

Benefits:

Medical healthcare including dental and vision, short- and long-term disability, life insurance, matching 401(k) retirement plan, continuing education assistance, and other benefits.

Application:

Send your resume to careers@kymanox.com. At some point in the application and interview process, you will also need to complete the application that can be found on www.kymanox.com under “Careers.” Any missing application information, if applicable, must be explained. All applications are processed to ensure candidate confidentiality and data security. All applicant resumes are kept on file for one year.

Kymanox is an equal-opportunity employer and works diligently to protect the rights of job seekers by following all local, state, and federal laws as well as best Human Resource (HR) practices in the Life Science industry.