



## **Senior Human Resources Associate**

Part-time or Full-time

**Job Number: 005**

### **Job Summary:**

The Senior Human Resource Associate is responsible for completing a variety of tasks to support the daily operations of the HR department. These will include but not limited to employee relations, talent acquisition, onboarding, offboarding, employee benefits, creating and enforcing policies and best practices, and HR compliance.

### **Responsibilities:**

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding.
- Create and maintain document templates, i.e. payroll change forms, offer letters, termination letters, benefit changes, etc.
- Draft and distribute all employee letters pertaining to promotions, job changes etc.
- Oversee new hire and termination workflow for communication to IT, hiring managers, finance etc.
- Perform exit interviews
- Create and maintain job descriptions.
- Investigate employee issues and conflicts to bring them to resolution.
- Ensure the organization's compliance with local, state and federal regulations.
- Maintain confidential electronic employee records and personnel files.
- Track and coordinate compensation and performance review process with hiring managers.
- Maintain and track all employee paid time off.
- Manage and review annual benefits with third party.
- Evaluate and manage benefit package to retain talent.
- Assist leadership in identifying improvements to the HR department and employee relations.
- Perform other duties as assigned.

### **Required Skills/Abilities:**

- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Effective verbal and written communication skills
- Ability to prioritize and manage tasks and operational flexibility.
- Ability to work in a fast-paced environment, adaptable to change.
- Proficiency with Microsoft Office Suite.
- Working knowledge of Quickbooks Enterprise and QB Time preferred.
- Trustworthy and maintain strict confidentiality
- Positive attitude, energetic and proactive.

**Education:**

Bachelor diploma or higher with 8+ years Human Resource experience  
HR Certification, i.e.: SHRM-CP, PRH a plus. Willingness to maintain/obtain certification

**About BioFactura**

BioFactura develops and commercializes biodefense drugs, novel drugs, and high-value biosimilars (i.e., follow-on biologics or generic biopharmaceuticals) using its patented StableFast™ Biomanufacturing Platform, the optimal choice for bringing these products to market with faster, lower cost, superior-quality manufacture. For over 10 years, BioFactura has been advancing life-saving medicines from the research bench to the patient using its innovative drug development and manufacturing technologies. Current and past programs include biodefense drugs against smallpox and Ebola, novel medicines for cancer, and low-cost/high-quality biosimilars for autoimmune and infectious diseases.

**To Apply:**

Complete online application ([Apply](#))  
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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.