



Director of Human Resources

RoosterBio Company Overview

RoosterBio designs, manufactures and distributes advanced stem cell manufacturing products aimed at accelerating the pace of development and commercialization of products incorporating living cellular technology. We believe that the dawn of a new day is upon us in the fields of bio fabrication, tissue engineering, and stem cell technologies. RoosterBio is a revenue stage company on a high growth trajectory. Our employees are driven by high impact work and are passionate about delivering the best stem cell products possible to our customers.

We do not compromise on quality, innovation, or product performance. We believe in hiring and developing the best talent available within the industry. The pace is fast, the work is stimulating, and ultimate performance is expected out of each team member. Working at RoosterBio is not for everyone. It is essential to have genuine passion and commitment for the commercial translation of stem cell and tissue engineered products, as well as an appreciation of a small company environment. It is our belief that these characteristics are necessary to attain personal fulfillment and success at RoosterBio. The development of a positive, collaborative, solution focused, and high performing culture is of the utmost importance to the RoosterBio team.

The Role

We are looking for a friendly, dedicated, well organized, highly motivated and driven individual to join the team at RoosterBio and fill a role focused on managing and directing the Company's HR activities and enhancing our culture. The ideal candidate has direct experience with developing and implementing human resources processes in rapidly scaling organizations, based upon industry best practices. We are looking for an individual who is passionate about the criticality of Human Resources in driving company growth, attracting and retaining top talent and being one of the primary stewards of our company culture.

This position reports to the CEO, and is critical to help us elevate our organization to the next level. This position is an integral member of the management team and will help shape our company as we continue to grow and scale the organization. The role will be called upon to manage and execute the activities of the human resources and employee relations function at our Frederick, MD headquarters and our future expanding offices internationally.

The role will develop, implement and manage all human resource policies, labor and employee relations, benefits administration, regulatory compliance, performance management and compensation review. The role will work closely with business leaders to ensure HR programs and services are executed to support and drive key business objectives. Experience with organizational development is valued since human resource processes require development and evolution as the company continues to grow.

Primary Responsibilities

- Directs the development and administration of company-wide human resources policies and practices in accordance with stated corporate objectives and state and federal legal requirements.
- Develops and manages recruiting and retention strategies and succession planning process
- Develops and manages the exit interview process; develops systems for communicating gathered information to management.
- Directs the development and coordination of training programs, personal and career development, performance appraisal process, compensation systems, diversity and benefit programs.
- Reviews and analyzes wage and salary reports and data to establish competitive compensation plans.
- Reviews and analyzes legislation, arbitration decisions, and collective bargaining contracts to assess industry trends and standards.

- Advises and assists senior management on human resources management issues.
- Oversees management of controversial and sensitive staff issues.
- Oversees employee-relations activities and programs including but not limited to employee counseling, interpretation of policies, new employee orientation, and employee recognition programs.
- Creates and delivers presentations on the organization's human resources policies and practices for corporate officers or government officials as required.
- Hires, trains, supervises, motivates, and develops human resources staff; manages schedules and workflow.
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Performs other related duties as assigned by management.

Supervisory Responsibilities

- Directly supervises employees within the HR department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Desired Skills/Qualifications:

- Bachelor's degree (B.A.) or equivalent.
- Four to six years related experience or equivalent.
- Thorough understanding of human resources principles and practices, including employment law, Affirmative Action, and EEO compliance.
- Proven leadership and business acumen skills.
- Metric driven professional that is well versed in implementation of Continuous Performance Management in rapidly scaling organizations, and integrating with best practices in Objective setting and Results tracking.
- Continuous learner that keeps up with best practices in the industry and is constantly striving to improve themselves and those around them.
- Proven ability to handle multiple projects and meet deadlines.
- Strong interpersonal skills.
- Demonstrated proficiency in supervising and motivating subordinates.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Commitment to excellence and high standards.
- Excellent written and verbal communication and presentation skills.
- Basic competence in duties and tasks of supervised employees.
- Ability to work with all levels of management.
- Strong organizational, problem-solving, and analytical skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Candidate must be eligible to work in the U.S for other than practical training.

**Abilities:**

- manage challenging situations and recommend effective solutions to problems.
- effectively manage multiple tasks.
- collaborate well with other company and external partner departments.
- adapt to changes, demands, schedules, and priorities while maintaining a positive attitude.
- accept personal responsibility for producing results (individually and as a team).
- exhibit a high level of professionalism at the workplace and when representing RoosterBio.

Growth Path:

Increased responsibilities as RoosterBio and its partnerships continue to grow. Further title changes and oversights to be determined. Performance goals rewarded with total compensation plan, including stock options, benefits and base salary/bonus considerations.

Interested individuals should apply online at: <https://tinyurl.com/RoosterBio-DHR>
Please visit our website at www.RoosterBio.com.