



**Position:** Associate Director/Director, Human Resources & Talent Acquisition

**Location:** Waltham, MA

**Reports to:** Vice-President of Strategy & Operations

**Description:** Provide leadership for the Apellis human resources function and collaborate with the management team to develop the HR function and staffing plans for Apellis.

Responsibilities will include contributing to the design and implementation of HR policies and procedures, managing employee relations and devising and implementing recruitment and hiring plans.

**Job Responsibilities:**

- Contribute to the design and implement human resources policies and procedures to ensure that employees receive appropriate and equitable treatment across the organization.
- Manage employee relations for the Waltham office, and other locations as necessary.
- Lead the development of an integrated recruiting and hiring plan that will facilitate the achievement of Apellis's growth.
- Lead the talent acquisition effort to source, screen, interview, and evaluate, candidates for all Apellis job openings.
- Collaborate with hiring managers to write job descriptions and establish recruitment strategies for their openings.
- Utilize electronic media for job postings to ensure Apellis's visibility and establish employer brand in the local marketplaces.
- Develop and improve standardized recruitment processes and materials, including but not limited to, job descriptions, candidate tracking system/ATS, and onboarding/orientation.
- Utilize high level consulting skills to influence, coach, and provide feedback to employees at all levels.
- Work with vendors as needed; external recruiters, background check vendor, and others.
- Provide employee management leadership, including but not limited to hiring, termination, discipline, training, and evaluation.
- Other duties and responsibilities as required.

**Experience and Background:**

- Bachelor's degree in Human Resources, Psychology, Business or related discipline required, Master's degree preferred.
- At least 5 years directly related Human Resources experience required.
- At least 5 years of experience recruiting in a biotech/pharmaceutical environment
- Proven success in developing positive relationships with senior management and being a resource for advice and consultation.

# Apellis

- High level of professionalism and integrity with the ability to manage confidential information with discretion.
- Strong team player that has a customer service approach and is solution oriented.
- Attention to detail and the ability to work independently, within a collaborative organization, as well as external partners and vendors.
- Excellent verbal and written communication skills.
- Experience in a start-up environment preferred.
- Experience working with regional offices.
- Must be pro-active team player, flexible, and open to change.
- Willing and able to travel as necessary to maintain effective working relationships at all Apellis sites.