

Apellis

Position: Manager, Human Resources

Reports to: Chief Operating Officer

Description: Provide leadership and HR generalist support to Apellis as a collaborative team member to help develop the human resources function as it expands. Responsibilities will include managing benefits, payroll, HRIS, interpretation of policies and procedures, and employee relations for the Louisville office.

Job Responsibilities:

- Maintain all employee files, both paper and electronic.
- Manage employee payroll.
- Identify opportunities for process change and efficiencies within the HR function.
- Support employees and managers at all levels of the organization through coaching and counseling to resolve employee relations issues to foster positive employee/employer relationships and ensure positive morale and productivity.
- Update, develop and implement company-wide policies and procedures that are in line with the company values and culture.
- Oversee and manage the most competitive and cost-effective benefits program for employees. Including medical, dental, vision, life insurance, and 401(k) administration.
- Assist in the evaluation of existing HR systems resources and help implement new processes and systems as necessary.
- Other duties and responsibilities as required.

Experience and Background:

- Bachelor's degree in Human Resources, Psychology, Business or related discipline required, Master's degree.
- 7-10 years directly related Human Resources experience required.
- Proven success in developing positive relationships with senior management and being a resource for advice and consultation.
- High level of professionalism and integrity with the ability to manage confidential information with discretion.
- Experience developing policies, evaluating systems, recommending and implementing new policies and procedures.
- Excellent verbal and written communication skills.
- Experience in a start-up environment preferred.
- Must be pro-active team player, flexible, and open to change.