



Job Title: VP of Human Resources

Company Information: OriGene Technologies (Rockville, MD) is a biotech company commercializing millions of gene-related reagent tools for life science research. Recognized globally as one of the world's largest sources for cDNA clones, recombinant proteins and antibodies, OriGene continues to drive innovation in CRISPR, assay development and in vitro diagnostic field. For more information, please visit our website: www.origene.com

Summary of Position

Reporting to the CEO & CFO, the **VP, Human Resources** will lead and oversee the Company's Human Resource department. It requires an experienced Human Resources professional who is adept at working with employees in many different roles and levels of the organization. The successful candidate will be a highly organized individual who thrives in a very fast-paced environment and enjoys handling the full spectrum of HR tasks with little or no direction.

Responsibilities and Job Duties

- Lead and oversee the Company's Human Resource department to recruit, attract and retain the best talents for the organization;
- Proactively identify, propose, lead, and implement key human resources initiatives which address the existing and emergent business needs for the Company;
- Oversee the ongoing management of employee relations, communications, and retention to promote positive employer-employee relationship and promote a high level of employee morale;
- Oversee and enhance the ongoing monitoring, evaluating, and counseling of employee performance;
- Work leadership team to guide the talent and development strategies for the Company;
- Lead and support the development, coordination, and monitoring of compliance with corporate human resource policies and procedures for the company;
- Proactively develop and implement new practices and policies as the organization grows and faces new business challenges;
- Oversea Payroll and compensation transactions for staff, ensuring accuracy;
- Oversee employee onboarding, terminations, exit interviews process;
- Assist management to identify legal requirements and government reporting regulations affecting the human resources function (e.g., OSHA, EEO, TEFRA, ERISA, Wage & Hour), and monitor exposure of the Company to such regulations;
- Collaborate with leadership to assess risk and act as a key business advisor on HR and related matters;

- Successfully influence and manage key stakeholders and drive results in a collaborative environment with individuals from associate levels to leadership team members.

Minimum Qualifications

Education & Experience

- Bachelor's degree required; Master's Degree highly preferred
- HR Certification is required
- 6 to 10+ years relevant HR experience showing significant progression in HR career as evidenced by increasing leadership responsibilities;

Knowledge, Skills and Abilities

- Strong communication skills both written and verbal;
- Ability to work in a fast-paced, execution-oriented culture;
- Possesses strong leadership and management skills;
- Ability to negotiate and influence leaders and others

Supervisory Responsibilities

Yes

To apply for this role, please send your CV/Resume along with a cover letter to jobs@origene.com. Please Reference "VP, HR" in the Subject Line.

EEO Statement

OriGene Technologies Inc. is an Equal Opportunity Employer and takes pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or any other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.