



Position Title: Manager, Human Resources

Department: Human Resources

Reports To (title): Senior Vice President, Human Resources

Location: King of Prussia, PA

Date: 8/2018

Exempt Non-Exempt

Summary of Position:

This critical role serves as a key resource and partner with all members of the workforce to provide communications, coaching, and insights on HR and culture programs, practices and policies. The Manager, Human Resources will help to create and implement workforce programs and policies at our King of Prussia, PA (KOP) site. This position also provides HR representation at key meetings, integrates with departments and teams to better understand clients' operations and obtains input to develop HR programs to best align and advance corporate priorities. The Manager, Human Resources will work alongside the Senior Vice President of Human Resources (SVP HR), the Manager of Talent Acquisition and the Human Resources Representative to develop and deliver HR services and programs.

Position Responsibilities:

- Serves as a key resource to KOP employees and Management to pro-actively identify and address questions, concerns and issues regarding HR and Organizational programs and policies.
- Cultivates strong relationships with all levels of internal stakeholders at the KOP location, by ensuring accessibility, attendance at key Staff/Team meetings to keep informed of business issues which can benefit from HR partnership and demonstrating extraordinary client partnering and follow-up.
- Proactively supports Employee Life Cycle Management at KOP including Employee Onboarding and 90-day New Hire Check-in; Mid-Year and Annual Performance Management, advising and consulting on HR and organizational issues, coaching on Performance Improvement, managing promotion, merit increase and bonus payout cycle; assists with equity communication and manages employee voluntary and involuntary exits.
- Works in partnership with the SVP HR to consult with Management on organization, people and corporate issues which need to be assessed and resolved to advance business operations.
- Partners with SVP HR and Human Resources Representative to develop and deliver employee workshops, seminars and presentations.
- Partners with Manager of Talent Acquisition to identify needed skills within a function and handle any employee issues resulting from new placements; also assist with rollout/communication with any Talent Acquisition programs and policies as needed.
- Partners with HR Representative to endorse Reward and Recognition efforts within KOP.
- Partners with HR Representative to identify and resolve any benefit issues; leaves of absence and management of Benefit Open Enrollment.

- Partners with SVP HR to research, plan and implement Learning and Development courses throughout the organization to provide skill building and professional development.
- Partners with Human Resources Representative with drafting, constructing and preparing HR employee communications: Newsletters, upcoming events and HR announcements to ensure unified and seamless implementation of HR programs and policies to foster a one Team culture across the company.
- Identifies best practice workflows and streamlines processes to increase efficiency across the Human Resources area.
- Chairs the HR Operations and Policy Team and presents out of scope recommendations to the Executive Leadership Team - People and Culture Committee. Co-develops and implements approved Human Resources recommendations and provides communication to designated stakeholders.
- Works on researching and developing updates and refinements to the Employee Resource Guide.
- Ensures HR compliance in KOP including development of HR Compliance Calendar, ongoing research and vigilance of new legislation and regulatory updates, and ensure current employment law postings for all locations.
- Other responsibilities as determined.

Candidate Requirements:

- Bachelor's Degree required.
- PHR certification preferred.
- Minimum of 6-8 years of Human Resources operations experience; 2 years in a management role.
- Previous industry experience in pharmaceutical or biotechnology sectors required.
- Elevated level of interpersonal skills to demonstrate active listening, provide coaching and advising to all levels within the organization and handle sensitive and confidential situations.
- Strong business process aptitude and understanding; and highly developed analytical and reasoning skills.
- Deep knowledge of state and federal compliance and regulations.
- Must be able to work independently and part of a team, as well as handle multiple priorities in a fast-paced environment.
- Highly developed and excellent verbal, written and presentation communication skills.

Additional Information:

- Computer skills: Microsoft Office
- Travel requirements (%): 10%