

RESPONSIBILITIES

You will be working on a small team, and the below responsibilities will be held and shared by both you and your team members. Every day is different, so flexibility and responsiveness is key!

Across People Strategy & Culture in your first six months:

- Engender strong relationships with colleagues to better assist in providing exceptional support across all functions of the People Strategy and Culture team, including hiring, training, performance management, and HR
- Passionately believe in, advocate for, and understand elements of diversity, equity, inclusion, and belonging – integrate this thinking into the culture & drive thinking and processes that will hold us accountable to these values
- Cultivate a positive candidate experience from application to on-boarding, including timely communication and a warm presence; once a candidate becomes a team member, continue engendering a strong relationship and providing an open-door for all things People and Culture related
- Provide administrative support for the team's Director related to candidate correspondence and coordination and team project management

Beyond the first six months:

- With a strong relational foundation, find effective and strategic ways of coaching team members in areas such as people management, interviewing, or difficult conversations
- Identify opportunities to create stronger decision making based on data analytics, increased effectiveness of processes and systems, and improved policies based on the evolution of the company's needs
- Contribute to maintaining valued positive aspects of the company culture while actively supporting the evolution of the culture as the company changes and grows

Across Talent Acquisition in your first six months:

- Responsible for owning full-lifecycle recruitment for assigned campus roles across multiple functions (full-time and intern), including building the talent pipeline; screening, on-site interviews, hiring, and maintaining positive candidate relationships
- Lead candidate debriefs with interviewers and stakeholders, voicing opinions and influencing decisions to ensure best possible outcome
- Actively source candidates in both traditional and innovative ways
- Maintain best practices, policies and procedures and data integrity within Greenhouse ATS

Beyond the first six months:

- Enhance and create new ways to promote a strong employer brand through our online presence, team-wide culture, and employee engagement
- Build personal professional network to provide opportunities for self-improvement through learning and resources for understanding the market & industry best practices
- Build team's professional network connections to enhance external relationships with groups such as universities, workforce development programs, and our neighbors

Across Talent Development and HR in your first six months:

- Oversee benefits administration to ensure updated information and to promote employees maximizing their LabCentral's benefits
- Contribute to decisions and HR-related practices around promotions, performance improvement plans, and terminations as appropriate
- Reevaluate existing onboarding approach and subsequent trainings, propose novel ideas, and implement organization-wide

Beyond your first six months:

- Develop performance improvement process that ties in appropriate compensation and benefits strategy and processes (including salary banding, annual calibration, total rewards/recognition, and titling framework) that consider both external market-based factors and internal equity
- Contribute to the development, training, and implementation of policies, benefits, and the employee handbook

You're not expected to hold all the below qualifications, however, the ideal candidate will possess many of the below:

DESIRED QUALIFICATIONS AND TECHNICAL SKILLS

- Minimum of 5 years working in relevant areas
- Evidenced growth and increase in responsibility within or across organizations
- Familiarity with HR and ATS software – previous experience with Greenhouse and Namely a plus
- Proficient in Microsoft Office Suite, especially Outlook calendars and PowerPoint
- Experience managing HR strategies for a scaling organization, with knowledge about employment law in Massachusetts
- Experience with HR-related data collection and analytics to optimize for more educated strategic approaches
- Find ease in learning new technology and software
- Ability to manage a budget
- Experience in biotech or startups a plus

DESIRED COMPETENCIES AND BEHAVIORS

- Ability to thrive in a fast-paced, high-growth environment with a strong sense of urgency and "can do" attitude
- Ease of pivoting between day-to-day task-oriented work, such as candidate scheduling and correspondence, with bigger strategic initiatives, such as building a thorough performance management system to guide individual development, compensation decisions, and organizational health
- Results-oriented with high attention to detail, time management, prioritization, and organizational skills
- Experience sourcing candidates through multiple channels (web/social/professional networks, etc.)
- Demonstrated experience building and maintaining consultative, influential, and collaborative relationships with internal stakeholders, as well as having strong external networks across industry leaders and valued partner organizations to help find strong, diverse talent
- Passion for diversity, equity, inclusion, and belonging, as well as the humility to know there is always more to learn
- Possess a strategic and constructive eye that pushes us to make strong decisions, improve processes, and hold a high bar of excellence in our work

- Ability to communicate effectively with people at all levels of the organization; skilled at listening, learning, and synthesizing information to form a creative resolution; possess the professionalism and grace to advocate your ideas and opinions to senior leadership

BENEFITS

- Medical and dental premiums full covered, including deductible costs
- Unlimited vacation
- Three months fully paid parental leave
- 401K match up to 6% with immediate vestment
- Partial or full reimbursements towards transportation (parking pass, MBTA, or bike commuting costs)
- gym/fitness/yoga memberships or classes, massage therapy, and cell phone stipend and repairs
- Reimbursement for continuing education/training towards your job, student loan reimbursement
- Long- and short-term disability, life insurance
- Amazing colleagues, inspiring residents, sleek workspaces with tons of snacks, and in-house programming on thought-provoking topics!

ABOUT LABCENTRAL

Founded in 2013 in the heart of the Kendall Square, Cambridge biotech innovation hub, LabCentral is a network of shared laboratory spaces designed as launchpads for high-potential life-sciences and biotech startups. A private, nonprofit institution, LabCentral offers fully permitted laboratory and office space for as many as ~450 scientists and entrepreneurs in about 70 companies across its two-building campus. LabCentral provides first-class facility and operational support, skilled laboratory personnel, and a domain-relevant expert speaker series – as well as the other critical services and support that early-stage companies need to begin laboratory operations on day one.

To date, LabCentral resident and alumni companies have raised a total of \$5.9B in funding, and in 2019 secured 21% of all Series A capital invested in biopharma in the US.

EQUAL OPPORTUNITY EMPLOYER

LabCentral is committed to building teams that reflect the fabric of the city around us. We welcome all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status, disability, Veteran status, or any other legally protected status. Any other human expressions and experiences not mentioned here are equally welcome. If you require an accommodation, please let us know. We are proud to be an equal opportunity employer.