



Human Resources Generalist/Talent Acquisition Specialist, QUADRANT BIOSCIENCES
Department: Human Resources **Reports to: EVP Human Resources**

COMPANY

This is a fantastic opportunity to join a rapidly growing company focused on developing novel molecular diagnostics and virtual care solutions to accelerate patient diagnoses and access to life-changing therapeutic treatments. Quadrant Biosciences works with top academic institutions, medical researchers, and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Starting with a simple saliva swab, we leverage next generation sequencing and the power of AI to develop accurate molecular diagnostics for a range of medical conditions including, autism spectrum disorder, concussion, and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

JOB SCOPE

HR Generalist/Talent Acquisition Specialist will be responsible for completing a variety of tasks to support the daily operations of the HR Department and staff of Quadrant Biosciences as a whole. A focus of this role will be talent acquisition. To identify, source, recruit, and screen potential employees for specific positions, focused on medical, scientific and support roles. Additionally, responsibilities to oversee the applicant, hiring and onboarding process and to maintain compliance with federal, state and local employment laws and regulations.

Responsibilities include but are not limited to:

- Researching best recruiting avenues for direct hire of talent for all Quadrant Biosciences business lines and functional areas.
- Collects and analyzes data to maintain current understanding of fair and competitive market salaries, candidate availability, and demand for candidates in particular fields.
- Consults with dept heads/ hiring managers to gain clear understanding of department needs and specific duties, responsibilities and qualifications of a particular role.
- Screens candidates, selects qualified and interested candidates for the interviewing phase, and then connects viable candidates with dept heads/ hiring managers.
- Checks candidates' references and credentials, verifying experience and backgrounds.
- Counsels candidates on the interview and hiring process.
- Organizes and attends job fairs, campus events, and other networking opportunities.
- Arranges meeting locations, travel, and/or accommodations for applicants and company managers when necessary.
- Maintains and ensures compliance with applicable equal employment opportunity (EEO) and related employment laws and regulations.
- Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters.
- Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations.
- Maintaining physical and digital files for employees and their creating employee engagement plans, getting necessary budget approval and initiating activities.
- Documents, benefits and attendance records.

- Network and build relationships with college recruiters and staffing agencies
- Must have creative interpersonal skills for job boards and marketing of postings.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to act with integrity, professionalism and confidentiality
- Thorough knowledge of employment related laws and regulations
- Proficient with Google workspace and Microsoft office suite
- Proficient with or ability to quickly learn organizations talent management systems.

WORK ENVIRONMENTS AND HAZARDS

This position requires sitting for extended amounts of time with a majority of the tasks requiring typing at a computer station.

PHYSICAL DEMANDS

This position is mainly a stationary position involving sitting most of the time but may involve walking or standing for brief periods of time. May require lifting up to 20 pounds.

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business Administration or related field preferred.
- 3 years of leadership experience demonstrating professional communication skills.
- Minimum 3 years of experience Human Resources Administration and or Talent Acquisition in a Medical or Laboratory environment .
- SHRM-CP, SHRM-SCP or PHR, SPHR highly desired.
- Working knowledge of ADP Total Source or ADP Workforce Now highly desired.

Quadrant Biosciences Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved By:

[\(CO-288\) Implementation of MGMT-3094](#)

Description

Implementation of MGMT-3094 Human Resources Generalist/Talent Acquisition Specialist job description.

Justification

Job description needed for new position. Job descriptions needed per FDA and Department of Labor requirements.

Assigned To:	Initiated By:	Priority:	Impact:
Allison Iles	Allison Iles	Low	Minor

Version History:

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