



## **Job N037: Human Resources Specialist**

**Newomics Inc.**, a venture-backed and NIH-funded biotechnology startup company in the San Francisco Bay Area, develops and commercializes enabling platforms and solutions for precision medicine. Newomics has unique infrastructure and resources to make major contributions to personalized healthcare. For more information, visit [www.newomics.com](http://www.newomics.com).

Newomics has an immediate opening for a full-time HR Specialist position. We are seeking an individual who has experience with benefit administration, recruitment, compliance, training, and employee relations. More experienced candidates will be considered at the Manager level. Newomics will provide a comprehensive compensation package including salary, equity, and benefits such as PTO, medical/dental/vision and 401(k) plan.

### **Responsibilities**

- Provide support to employees by interpreting and administering company Human Resource policies and procedures
- Solve conflicts, increase employee productivity, and promote morale
- Conduct new hire onboarding and orientation training
- Administer benefit plans, manage open enrollment, and answer benefit inquiries
- Ensure that recruitment and termination procedures are followed, and evaluations are completed on time and followed
- Maintain employees records up to date, ensuring complete accuracy and confidentiality
- Communicate with insurance carriers, audit certificate of liability and participate in insurance renewals.
- Keep track of employee vacation and sick time
- Perform ad hoc office support tasks
- Serve as a back-up payroll processor when needed

### **Qualifications**

- Bachelor's degree in Human Resources, or Business Administration, or other related fields
- Minimum 3 years of Human Resources experience
- Strong knowledge of Federal and California employment laws
- Excellent written and verbal communication skills
- Ability to work both independently and as a team
- Ability to work in a fast-paced startup environment
- Eligibility to work in the United States

### **To apply**

Please send a cover letter and a resume to [jobs@newomics.com](mailto:jobs@newomics.com).