



Human Resources Generalist Job Code 234JF

General Description

Fate Therapeutics is currently seeking a motivated professional to support human resources functions including recruitment, onboarding, benefits administration, compliance, and employee relations. This individual will be a key member in maintaining human resource systems, processes, and practices and will assist in development of scalable HR systems solutions. The successful candidate will support culture and organizational development efforts and will work closely with finance and operations team members along with hiring managers and supervisors across the organization. This full-time position reports to the Senior Director, HR & Operations and is located at our corporate headquarters in San Diego, CA.

Responsibilities

- Recruitment – assist with recruitment and hiring process by posting job descriptions, screening resumes, arranging interview schedules, managing candidate travel and onsite visits, conducting reference checks, and assisting with selection process.
- Onboarding – work with IT, Finance, Operations, and hiring managers to prepare for new employees and conduct new employee orientations; manage onboarding and offboarding processes and documentation for all employees, including temporary staff, contractors and interns.
- Benefits administration – serve as primary user for online benefits administration system; act as the primary liaison with employees, Finance, and HR to answer questions and resolve any issues; assist with annual open enrollment; respond to routine HR questions concerning benefits, payroll, paid time off, etc.
- Payroll – serve as HR team member review of bi-weekly payroll reports for accuracy; serve as backup payroll administrator.
- Compliance and trainings – Maintain E-Verify program, personnel files, and training programs, including required trainings and employee development trainings; keep apprised and updated on new regulations, company policies and procedures; attend local HR conferences and trainings.
- Employee relations – establish trust and be viewed as approachable and fair, balancing company needs with employee needs, spending time working with employees across the organization.
- Performance management- assist with annual performance management rollout and completion.
- General support – support the HR, Operations and Finance teams as needed with ad hoc assignments to facilitate company growth and operations.

Qualifications

- Bachelor's degree and minimum 5 years of general HR experience, preferably in public biotech / life science industry



- Strong Microsoft Office skills required including expert use in Outlook calendar management
- Experience working with web-based benefits administration, payroll, and HRIS systems
- Proven track-record working with confidential information, requiring considerable discretion, judgment, tact, and professionalism
- Excellent time management, organization, follow through and attention to detail
- Excellent verbal and written communication
- Enjoy working with and relating to the needs of employees in a fast-paced, ever changing and growing organization
- Strong understanding of SOX in a public company environment and other HR compliance requirements preferred
- Familiar with SharePoint and other document sharing platforms preferred
- Ability and willingness to take on heavy administrative work flow processing as needed

Working Conditions and Physical Requirements

- 100% on-site work at corporate headquarters in San Diego, CA during business hours

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and curriculum vitae to: careers@fatetherapeutics.com and reference job 234JF.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company is pioneering the development of off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology pipeline is comprised of FATE-NK100, a donor-derived natural killer (NK) cell cancer immunotherapy that is currently being evaluated in three Phase 1 clinical trials, as well as iPSC-derived NK cell and T-cell immunotherapies, with a focus on developing augmented cell products intended to synergize with checkpoint inhibitor and monoclonal antibody therapies and to target tumor-specific antigens. The Company's immuno-regulatory pipeline includes ProTmune™, a next-generation donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.