



**Human Resources Generalist
Job Code 437AH**

General Description

Fate Therapeutics is currently seeking a motivated human resources professional to support recruitment, onboarding, benefits administration, compliance, employee training and development 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 and employee training and development programs. 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 Manager, Human Resources and is located at our corporate headquarters in San Diego, CA.

Responsibilities

- Recruitment – assist with high volume recruitment and hiring 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
- 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
- Experience developing and delivering training programs for continued employee development across the organization
- 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

- May require occasional evening and weekend work.
- Full-time onsite work at company's headquarters in San Diego.

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 437AH.

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 has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens with chimeric antigen receptors (CARs). The Company's immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, 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.