



Talent Acquisition Coordinator
Job Code: 592GV

Description

Fate Therapeutics is seeking a highly motivated Talent Acquisition Coordinator to support the company's rapid growth strategy and hiring plans. As part of the Human Resources team, the TA Coordinator will support Fate's recruitment projects. The ideal candidate will have outstanding organizational skills, ability to multi-task, and be driven to provide an excellent experience to those they interact with. This is a full-time position reporting to the Director of Talent Acquisition and is located at our corporate headquarters in San Diego, CA.

Responsibilities

- Work closely with hiring managers and Talent Acquisition team to understand and meet the needs of each open search.
- Drive the ins and outs of Fate's recruitment process, including posting jobs, screening resumes, coordinating and hosting interviews, collecting appropriate documentation, checking references, and collaborating with the onboarding team.
- Manage candidates' travel for in person interviews, including reservations, reimbursement, and hosting virtual interviews.
- Maintain and champion Fate's Applicant Tracking System.
- Provide an outstanding candidate experience throughout the interview process.
- Continuously partner with recruiting team and leadership to design, refine, and implement innovative recruiting strategies.
- Participate in regular recruitment meetings to update hiring managers and HR team.
- As a culture champion, demonstrate Fate's values in your interactions with hiring teams, vendors, and partners.
- Participate in career fairs and conferences, including coordination and planning.

Qualifications

- 2+ years of experience in Human Resources or Administration; Bachelor's degree preferred.
- Demonstrated ability to work in a fast-paced, high-performance environment.
- Ability to build rapport with hiring managers, interview teams and candidates.
- Proven ability to manage multiple projects, prioritize objectives, and manage resources to meet goals.
- Strong written, verbal, and customer service skills.
- High proficiency in Microsoft Office Suite.
- Experience with LinkedIn and career boards preferred.

Working Conditions and Physical Requirements

- Onsite work at corporate headquarters in San Diego, CA

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 592GV.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. 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 pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.