



**Position: Human Resources Coordinator**

**Reports to: AD, Human Resources**

## **Summary**

The Human Resources Coordinator is responsible for a variety of duties and responsibilities in support of Aimmune's Human Resources organization overall as well which includes providing coordination related to a variety of key Human Resources activities. Assignments may include compiling, analyzing and reporting data, coordinating multiple concurrent activities, defining and improving internal processes, and interacting and partnering with individuals and groups across all organizations globally at various levels.

## **Specific Responsibilities:**

- Coordinates and implements general office activities such as employee onboarding, maintaining employee personnel and training records, and other administrative activities.
- Analyzes the department's operating practices and processes such as updating employee records (soft and hard copies), record keeping systems, organizational chart maintenance, forms control, HRIS management and ongoing HR reporting.
- Prepares and updates (as needed) paperwork for HR policies and procedures (new hires, terminations, status changes, etc.) and enters employee updates into HRIS.
- Coordinates HR projects, meetings and training courses.
- Assists with employee engagement by coordinating and planning monthly luncheons, special events and negotiating with outside vendors.
- Provides document management support including activities such as proofreading, scanning, printing, labeling, filing, and shipping.
- Assists with day-to-day operations of the HR functions and duties.
- Collaborates with Finance in retrieving data to provide Verification of Employment documents for employees, as requested.
- Provides support and leadership on a variety of projects, as needed.

## **Qualifications / Requirements:**

- 3+ years of working specifically in HR coordination and/or HR admin capacity
- Experience with HRIS (data entry, ongoing reporting, managing processes, etc.)

- Exceptional attention to detail, with excellent time management, organizational, prioritization skills.
- Excellent written and interpersonal communication skills. Ability to maintain utmost confidentiality; Strong sense of professional integrity, maturity and judgment.
- Ability to handle confidential or sensitive information with utmost discretion.
- Mastery of Microsoft Office programs (e.g., Word, Excel, Outlook, PowerPoint)

### **About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.