## 75 State Street, Suite 1400, Boston MA 02109 USA

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| **Position Title:** | Associate Director, Human Resources |
| **Department:** | Human Resources |
| **Hiring Manager:** | SVP, Human Resources |

**Our vision is a world where science, passion, and compassion create better todays and more tomorrows.**

**Position Overview:**

At Astria, we are devoted to bringing hope with life-changing therapies to patients and families impacted by HAE and other rare and niche allergic and immunological diseases. The Associate Director, Human Resources, reporting to Astria’s SVP, Human Resources, will embrace our core values and work closely with the organization to enable innovation and the development of talent within Astria. The ideal candidate is a generalist committed to fostering a patient-centric culture and can partner effectively across functions within the organization while rolling up their sleeves to help across all aspects of human resources.

**Responsibilities:**

* Lead recruiting processes, to include educating interview teams on best practices and partner with hiring managers in developing proactive and diverse candidate sourcing strategies to attract and retain top talent
* Provide a robust new hire onboarding experience
* Partner across the organization to develop and implement solutions to ongoing needs
* Establish credibility throughout the organization and position self as an effective problem solver of people and organizational issues
* Coach and develop across the organization while engaging in critical people activities and enabling them to make sound decisions
* Develop and implement organizational development/design strategies which align with business aspirations and drive optimal business results
* Develop, strengthen, and implement appropriate programs to continue in developing our employees for continued growth
* Provide ongoing direct and actionable performance feedback
* Encourage frequent and effective communications across the organization
* Oversee performance review cycle for the organization
* Partner with team in creating and managing competitive compensation and benefits to support company growth and employee engagement
* Foster a workplace environment that is consistent with Astria’s values and mission
* Work in partnership with the DE&I committee to build a strong internal and external reputation as a great place to work for all and cultivate a strong external network of appropriate DE&I connections
* Work in partnership with the compliance committee to build and evolve the people elements of the company’s compliance program
* Utilize networks to stay on top of trends and proactively identify opportunities to improve processes or practices
* Support of other projects as needed with the ability to bring forward new ideas, influence change and drive projects to completion

**Qualifications:**

* Bachelor’s degree in a related field is preferred
* Minimum of 8 years of Human Resources experience; 2+ years in a generalist capacity
* Demonstrated excellence in communication
* Strong attention to detail
* Ability to manage multiple tasks efficiently and effectively
* Ability to work collaboratively across the organization
* Must be resourceful, creative, and proactive
* Proficient in MS Office, SharePoint, and MS Teams a plus