

Job Description

Job title: **HR Manager**
Department: Global HR division
Report to: Director of Global HR

Job Summary

We are looking to employ an HR manager with excellent communication skills, Korean-English bilingual, both written and verbal. The HR manager is expected to be knowledgeable with employment legislation and possess bio and life science industrial insight to the labor process. He/she should display excellent organizational skills and the ability to multi-task in a fast-paced environment between one or more departments in the organization including HQ in Korea.

About the Company

Founded in 1999 Rockville Maryland, the mission of Kolon TissueGene is to provide safe and effective therapies to patients by reducing pain and improving function associated with various orthopedic diseases and degenerative disorders. The organization consists of various function-oriented teams such as R&D, clinical, and productions, working cross-functional.

Responsibilities

- Preparing job descriptions, advertising vacant positions, and managing hiring process.
- Orientating new employees and training existing employees.
- Implementing systematic staff development procedures.
- Ensuring meticulous implementation of payroll and benefits administration.
- Overseeing the health, safety, and welfare of all employees.
- Monitoring employee performance.
- Providing counseling on policies and procedures.

Qualifications

- Bachelor's degree in Human Resources, Business, or Organization Development.
- Relevant experience in HR (in Korea or US) – maybe advantageous.
- Knowledge of employment legislation.
- Additional training/certification in Payroll Management – maybe advantageous.
- Labor Relations certification – maybe advantageous.
- Experience as a Skills Development Facilitator – maybe advantageous.
- Able to engage in meaningful negotiation and resolution.
- Full understanding of HR functions and best practices.

Benefits

We welcome applicants from all candidates and will look to provide sponsorship to those who require a visa to live and work in the US. Further details to be discussed with the candidate.

Contact details: minwoo_cho@kolon.com