



## Human Resource Manager (California, US)

### Help shape and define HR in a fast growing biotech company

**Ascendis Pharma** is focused on building a leading rare disease company providing meaningful improvements in patients' lives by developing best-in-class therapeutics addressing unmet medical needs by applying their TransCon technology platform. In order to ensure success with its three product development projects, Ascendis Pharma is growing rapidly and is now looking for a Human Resource Manager for their office in Palo Alto, California, to support the business in managing the organizational growth.

**As Human Resource Manager at Ascendis Pharma**, your main task will be to ensure the implementation and continuous development of Ascendis Pharma's human resource systems, processes, and tools. You will plan, organize and control the HR activities in the Palo Alto office, and work closely with line of business to build up the organization to deliver on the objectives and goals of the company.

**You will report** to the VP Global HR, Jesper Cassøe Andersen, who is based in Copenhagen, Denmark.

### **Responsibilities:**

- Plan, direct, and supervise all activities relating to the administration and maintenance of HR procedures
- Compensation and benefits administration
- Employee safety, welfare, wellness, and health
- Employee onboarding & offboarding
- Primary HR point of contact for all employees in the Palo Alto office
- Provide advice and guidance on employee relations issues e.g. disciplinary/grievance matters and performance management
- Coordinate the annual salary review process
- Draft, review and issue terms and conditions of employment to ensure they are compliant with legislation
- Draft, review and issue consultancy agreements for contractors or service providers
- Actively participate in strategic HR initiatives and departmental activities
- Keep up-to-date with external developments which may impact strategy e.g. employment law
- Develop, prepare and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefits costs, staffing levels, turnover, absenteeism etc.
- Coordinate training programs for employees in the Palo Alto office

**You have** solid experience working at the Senior Advisor or Manager level. You have good working knowledge of employment legislation, and you have excellent communication skills both verbal and written. You are detail oriented and possess strong organizational skills. You have a personal commitment to delivering results. You are a flexible, adaptable, and robust person with a hands-on attitude. You are able to handle and deliver on routine jobs, while simultaneously having the ability to move projects forward. Practical experience with TriNet is a qualifier.

**You have a Master's Degree** in Human Resource Management or another relevant education in e.g. Organizational Management, Leadership Development or the like. You have a minimum of 5 years of progressive experience in Human Resource positions and have a proven track record of accomplishment.

**You are** proficient in English at a professional level, both written and spoken, and you master MS Office.

**As a person,** you are analytical and a problem solver. You understand trends and can develop recommendations for action based on analysis. You work independently and exercise judgment and adaptability in your own decisions and actions. You have a collaborative approach and possess the ability to quickly build strong relationships with people at all levels across the business.

**Ascendis Pharma** offers you an exciting and challenging position in an entrepreneurial and international company with a short line of command. You will be involved in activities that are central to Ascendis Pharma's strategy and you will work with highly skilled and experienced colleagues to advance an exciting product pipeline.

**Travelling:** 10 – 20 days/year

**Domicile:** Palo Alto, California

**For more details** about the job or the company, please contact Partner Jørn Duhn, Unique Human Capital on M: +45 21 75 19 25. All applications must be in English and are treated confidentially.

**Apply:** [Click here](#)

**Ascendis Pharma** provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status. All personnel actions, including but not limited to those relating to compensation, benefits, transfers, layoffs, return from layoffs, training, and education are based on the principle of equal employment opportunity.

*Ascendis Pharma A/S is an international company with offices in Copenhagen, Germany and the US.*

*Ascendis Pharma is building an integrated biopharmaceutical company to advance its **pipeline of long-acting prodrug therapies**. They employ their proprietary TransCon technology platform to generate therapeutics with best-in-class profiles that address large markets with significant unmet medical needs. Ascendis Pharma has a diversified and balanced high-value **product pipeline**, including internal programs and partnerships with market leaders.*

*For further information, please see [www.ascendispharma.com](http://www.ascendispharma.com)*