

HR Coordinator

Do you want to be part of building a fully integrated biopharmaceutical company together with a team of highly skilled colleagues who are passionate about developing best-in-class therapeutics that address significant unmet medical needs? Then Ascendis Pharma is committed to support your personal development on our journey towards becoming a leading rare disease company.

Ascendis Pharma is looking to hire an experienced HR Coordinator to join our team. This is an exciting opportunity to join a rapidly growing, innovative company!

Position Summary

The HR Coordinator provides all aspects of HR support, including recruitment, onboarding, benefits, payroll, and support for employees on a daily basis. The ideal candidate will be a detail-oriented planner with demonstrated ability to anticipate challenges, respond efficiently, and change priorities quickly when dealing with multiple tasks. This person must be able to maintain professional discretion with sensitive and highly confidential information. Key to the position is the ability to be an organized, flexible partner with team members. Additionally, potential candidates must have proven skills in building effective working relationships and the ability to interact with the management team as well as all employees in the organization. The role will be based in Palo Alto and will report directly to the Associate HR Director.

Key Responsibilities

- Provide general administrative support as requested, including calendaring, data entry, filing, creation and maintenance of employee files
- Process confidential employee information, e.g. payroll changes or requests, data changes and terminations
- Recommend new approaches and procedures to improve HR processes
- Maintain and audit employee data, while ensuring all employee changes are accurately reflected in HRIS and TriNet
- Provide routine information to internal clients on HR processes and policies
- Support employee processes, e.g., performance reviews, promotions, compensation, employee exits and compliance

Knowledge, Skills and Experience

- Bachelor's Degree in Human Resources or related field
- Minimum of 2+ years of experience in a HR role



- Professional in Human Resources (PHR) certification preferred, not required.
- Experience handling confidential and sensitive information with strong attention to detail
- Working knowledge of HR best practices and current regulations.
- Experience with TriNet and/or HRIS system a plus
- Ability to manage several complex projects and tasks simultaneously
- Excellent customer service and interpersonal communication skills
- Ability to make recommendations to effectively solve problems using judgment consistent with standards, practices, policies, procedures, regulations and/or law
- Intermediate Proficiency with Microsoft Office
- Strong sense of urgency and ownership

Want to apply? Please send your resume to HumanResources@ascendispharma.com. Please write “HR Coordinator” in the subject field.