

Position Opening

Jecho Laboratories, Inc.

Human Resources Specialist

Full-Time Professional Position Located in Frederick, MD.

Duties: Assist in hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews, reference checks and background checks. Maintain the employee handbook with updated resolutions and other pertinent information. Prepare and maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions. Schedule interviews and phone screenings by working directly with job candidates and hiring managers; arranging travels for visiting candidates. Update job candidate records and job postings in recruitment systems. Provide follow-up correspondences to job candidates on recruitment status via phone and email. Identify opportunities for improving recruitment experience for candidates and scheduling efficiency. Explain human resources policies, procedures, laws, and standards to new and existing employees. Ensure new hire paperwork is completed and properly processed. Provide job applicants of information related to the opening including job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc. Address employment relations issues, such as work complaints and harassment allegations. Process personnel action forms and ensure proper approvals. Calculate and provide staff with annual fringe benefit allowance; review enrollment forms for accuracy and coordinate enrollment with third-party administrators. Coordinate health and disability insurance enrollments and communicate with service providers concerning routine administration of programs. Administer and assist in the implementation and performance of HR policies & procedures. Interpret and explain human resources policies, procedures, laws, standards, and regulations for personnel. Work with hiring managers to coordinate and conduct new employee and volunteer orientations, as well as coordinate onboarding procedures and phases with employees, supervisors, managers, and Program Directors. Create flyers, announcements, memos, letters, and other media, both hard-copy and electronic formats, for communications to employees. Maintain employee files and personnel database (spreadsheets & web-based) in a highly organized, accurate, and timely manner in compliance with company policies, laws and regulations. Perform general day-to-day administrative functions such as copying, faxing, mailing, filing, shredding, typing and word processing as needed for the HR Department.

Requires: A Bachelor's degree in Human Resources Management plus 6 months of experience as human resources specialist or assistant working on personnel recruitment in the Pharmaceutical or Biotechnological domain.

Mail resumes to: Jecho Laboratories, Inc., ATTN: Dr. Hua Jiang, Job Opening – Human Resources Specialist, 7320 Executive Way, Frederick, MD 21704. Ref: Human Resources Specialist.