



**Sr. Associate, HR Operations
Reference 17-18**

Posted: April 2017

About us:

At Arbutus we have a vision: to cure chronic Hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Doylestown, Pennsylvania, USA.

If you are looking to join a team with a proven track record in drug discovery and development, and are as passionate as we are, we want to hear from you.

About the Role:

Reporting to the Manager, HR Operations, the Sr. Associate, HR Operations coordinates all Human Resources related activities for the Human Resources department at Arbutus. The Sr. Associate, HR Operations will be involved in a breadth of Human Resources initiatives in a fast-growing, dynamic biotech environment.

Responsibilities will include:

- Supporting all recruiting activities including:
 - Posting jobs to relevant job boards, scheduling multi-layered interviews, acting as liaison between candidates and interviewers, coordinating travel and other logistics
 - Managing all coop recruitment
 - Conducting candidate assessments as required including reference checks
 - Maintaining recruitment summaries and reports
 - Managing recruiting and candidate files
- Coordinating new employee onboarding process including preparation of offers and ensuring new hire documentation is completed.
- Keeping all HR documentation up to date in support of systems and processes; maintain electronic HR files and Arbutus' Human Resources Information System.
- Manage, track and maintain exemplary HR records including invoicing, relocation, immigration, employee files, and job descriptions.
- Administer US and Canadian group benefits plans including processing new enrollments, changes and terminations.
- Post and update information on the Arbutus intranet.
- Participate in the Arbutus Social Committee, coordinate employee events and meetings.
- Support HR projects as required.
- Other related duties and responsibilities as assigned.

Experience and Qualifications:

- A minimum of 3 years' experience in a regulated environment requiring strong HR systems
- Undergraduate degree or Associate degree preferred
- Highly proficient in Microsoft Office (Word, Excel, Outlook, Power-Point)
- Proven ability to quickly learn new computer programs such as HRIS, content management software and database tools

- Demonstrates ability to develop tracking systems and standardized procedures that stand up to internal/external audit or assessment
- Demonstrates a high degree of initiative to resolve issues within defined procedures and policies
- Demonstrates ability to problem-solve and implement improvements to enhance efficiency
- Excellent communication skills and ability to exercise sound judgement and discretion when managing confidential and sensitive information
- Above-average ability to effectively organize and prioritize work assignments with minimal direction and supervision
- Proven organizational skills and attention to detail

Contact Information:

100-8900 Glenlyon Parkway
Burnaby, BC V5J 5J8
e-mail: careers@arbutusbio.com
web: arbutusbio.com

How to Apply:

We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating your surname in the filename (**for example: SmithJane-cover-CV.pdf**) and position title and reference number in the subject line of the email (“**Sr. Associate, HR Operations #17-18**”).

About your Application:

At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes received, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.