



Forty Seven Inc. is committed to helping patients defeat their cancer. We are advancing immune-oncology through the engagement of new and complementary phagocytic pathways that enhance anti-tumor efficacy and selectivity.

TITLE: Human Resources Manager

POSITION SUMMARY

Forty Seven Inc. is a clinical-stage immune-oncology company that is developing therapies licensed from Stanford University targeting reversal of cancer immune evasion pathways. We are looking for an energetic, experienced Human Resources Manager to join our team. Maintain and enhance the company's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

TASKS AND RESPONSIBILITIES

Human Resources Management, Benefits Administration, Hiring, Performance Management, Communication Processes, Employment Law, Compensation, Wage Structure and systems appropriate for a small private company transitioning to a public company. Maintaining flexibility, while remaining proactive, resourceful and efficient with a high level of professionalism and confidentiality is crucial to this role. Excellent communication skills – interpersonal, verbal, written, and presentation.

- Handle day-to-day employee inquiries, sensitive matters with the utmost discretion and fairness
- Manage Benefits Administration, including implementation of Open Enrollment
- Update job requirements and job descriptions for all positions
- Establish a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews
- Interface with immigration counsel for any visa related matters
- Coordinate with Finance to manage company open requisition requirements
- Facilitate the performance review process
- Conduct periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations and maintaining records
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures
- Preserve historical human resource records by designing a filing and retrieval system; keeping past and current records
- Partner with the leadership team to develop strategies to create a strong culture of engaged people; plan events (holiday parties, office events, off-sites). Initiate programs that help our culture continue to be motivated
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks

PREFERRED BACKGROUND

Bachelor's Degree is required, with a minimum of 5 years HR experience. General knowledge of Federal and California labor laws, with excellent computer skills and analytical skills.

LOCATION: Menlo Park, CA

To apply, send resume to careers@fortyseveninc.com and reference position description in subject line. Only candidates, no recruiters or agencies.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.