



Senior Director, Head of Human Resources

Visterra is a clinical stage biotechnology company committed to developing innovative antibody-based therapies for the treatment of patients with kidney diseases and other hard-to-treat diseases. A wholly-owned subsidiary of Otsuka America and Otsuka Pharmaceutical Co., Ltd. of Japan, Visterra has over 50 employees and is located in Waltham, Massachusetts.

We are seeking a strong HR leader with a passion for talent development and employee engagement. This is an exciting opportunity to play an important, high-profile role in developing a top-caliber HR department. Reporting to Chief Administrative Officer, you will lead and manage the HR function.

Key Responsibilities

- Lead and manage all aspects of talent acquisition including recruitment and onboarding
- Cultivate and maintain culture of Company; implement and administer engagement assessments and design engagement-related initiatives
- Review and update HR policies, procedures and guidelines
- Coordinate with finance department on administration of payroll related benefits and/or programs; assist as needed
- Manage performance review process
- Partner with managers on compensation decisions, including new hire offers, merit increases and promotions
- Coordinate with finance department on compensation matters
- Coordinate with legal department on employee policies, employee law matters, immigration matters, employee relations, investigations and corrective actions
- Design and conduct exit interviews
- Advise leadership on HR matters
- Liaison with parent-company HR personnel to coordinate and leverage available parent-company resources
- Engage and manager external contractors and resources, as necessary

Required Skills Required Qualifications:

- Bachelor's degree
- 10+ years' experience working in human resources, preferably in biotech/pharma/device. Experience in the development and implementation of HR initiatives
- HRIS experience
- Working knowledge of Federal and Massachusetts employment laws
- Experience creating a positive and innovate corporate culture
- Experience leading or managing talent acquisition and performance reviews

Visterra provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.