



Director of Human Resources

ABOUT US:

Cytrellis, a venture-backed medical technology company, is developing a new, proprietary category of micro-coring devices designed to remove sagging skin associated with aging, without surgery or scarring. The devices have the potential to provide aesthetic practitioners with an unprecedented ability to improve age related changes in skin and restore youthful beauty. Cytrellis is dedicated to working with leading physicians to develop unique product solutions which emphasize safety, clinical results and improved quality of life.

SUMMARY:

We are seeking a Director of Human Resources to lead the company's HR function. The Director of Human Resources will be responsible for developing a progressive, innovative and high-performing HR organization in order to recruit and retain quality talent in line with the company's dynamic and collaborative culture. This position will be the most senior HR position and the individual will work in close partnership with the company's leadership team in developing and implementing human resources goals as part of the company's overall business strategy. The Director of Human Resources may be required to perform all or a combination of the following essential responsibilities as determined by necessity. This position will report to the Chief Financial Officer. This role will be located in the Company's Woburn, MA office.

Essential Responsibilities and Authority

- Collaborate with leadership team to develop and drive recruiting and retention plans, HR initiatives and policies in line with the company's vision and mission to attract and retain top talent
- Oversee recruitment, selection and hiring for the organization
- Evaluate, develop and implement all HR policies and programs
- Oversee the company's diversity, equity and inclusion initiatives
- Create, maintain and update learning, development and performance review programs that align with the company culture
- Plan employee benefit, payroll, health and safety programs
- Facilitate the implementation of human resource information and applicant tracking systems
- Effectively evaluate and structure all benefits programs and compensation programs

Director of Human Resources Job Description

- Act as the first point of contact for employees on HR and employee relations matters and lead/assist with resolution of HR questions, concerns and issues
- Develop strategies to leverage HR functions to bolster company success
- Ensure compliance with employment, benefits, safety and other laws, regulations and best practices

Experience & Training:

- Bachelors degree in Human Resources, Business Administration or similar field required
- 7-10 years of experience in HR management required, with recruiting experience strongly preferred
- Experience with high-growth biotech/med device companies is preferred
- SHRM-CP or SHRM-SCP preferred
- Strong interpersonal, analytical, organizational and leadership skills
- Experience collaborating with leadership teams
- Excellent written and verbal communication and conflict resolution skills.
- Strong computer skills and familiarity with Microsoft Office, HR information systems and other related software.
- Ability to handle multiple time constrained projects simultaneously.

Interested candidates should send their resume to careers@cytrellis.com for consideration.