



Human Resources Manager (Based: Carlsbad, CA – Hybrid; Remote during COVID-19)

JOB OPENING

Do you have a passion and desire to play a key role in building a company culture that has **people** and impacting the **future of healthcare** as its focus? Do you equally enjoy being an HR manager and a Talent recruiter? If YES, you should consider this great opportunity!

Who will love this position?

- An **innovative** and **energetic** professional with savvy business acumen
- An **effective communicator** with a desire to work with all levels of employees and all areas of a business
- A confident and **continuous learner** that seeks **growth**, building a world-class corporate **culture** and driving organizational development
- A **strategic**, yet **hands on**, HR Manager who will bring **Talent strategies** to life to drive business success

To be successful in this position, you will be:

- A strategic HRBP, innovative, deliberate thinker, with strong consultative, diagnostic, organizational, analytical, and problem solving skills
- A trusted advisor to management and employees. Ability to adjust approach based on audience needs
- Excellent business, interpersonal, written and oral communication skills and ability to maintain confidentiality, influence, facilitate and present
- Demonstrated success in recruiting and retaining diverse employee talent, including creating and implementing recruitment strategies preferably in a high tech, medical device industry
- Working knowledge of talent programs, learning / development, performance management, succession planning
- Thorough knowledge of HR principles and federal/local regulations
- Able to work collaboratively with all levels of employees throughout the world, provide excellent customer service and follow-through
- Bachelor's Degree in Business, Human Resources or related discipline preferred
- At least 5 years related experience as a Generalist, Business Partner, HR Manager with 3 years of recruitment experience

The Human Resources Manager is responsible for managing human resource activities and administrative HR leadership including, coaching, consultation, talent acquisition, operational support, and company initiatives and programs that create a thriving and successful organization. The HR Manager works collaboratively with the SVP HR, employees, leaders, and other members of the human resources team.



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At ImpediMed, you can expect to find a friendly, fun, and collaborative work environment. You will be joining an amazing Team and a company that is working to Change the Future of Healthcare!

We look for candidates who demonstrate our **Core Values** of: Integrity, Accountability, Collaboration, Respect, Quality, and Compliance.

ImpediMed is a medical technology SaaS company that uses bioimpedance spectroscopy (BIS) technology to generate powerful data to maximize patient health.

ImpediMed's management team includes executives who have international experience in successfully introducing innovative medical products to global markets. The organization is dynamic and professional and has been built from the ground up with a strong team of enthusiastic and dedicated senior managers, researchers, and employees. The company is on a dramatic growth path with the strong demand for its unique product offerings and offers exciting career opportunities.

Based in Brisbane, Australia with its principal office located in Carlsbad, CA, USA and a European office in Thessaloniki, Greece, ImpediMed is the world leader in the design and manufacture of medical devices employing bioimpedance spectroscopy (BIS) technologies for use in the non-invasive clinical assessment and monitoring of tissue composition and fluid status. ImpediMed Limited is a public company listed on the Australian Stock Exchange (ASX: IPD).

ImpediMed devices are currently used in both the clinical and research settings with future applications being developed for home use. ImpediMed has over 20 years of clinical experience supporting healthcare professionals in the assessment of secondary unilateral lymphedema of the limbs. ImpediMed's devices are used in a variety of settings to aid surgeons, oncologists, therapists, and radiation oncologists. Our research devices are thought of as a gold standard measurement system for non-invasive fluid and body composition measurement, used in both animals and human research.

ImpediMed produces a family of FDA cleared and CE Marked medical devices, including SOZO®, sold in select markets globally. For more information, see our website at www.impedimed.com.

ImpediMed's Company Vision: *Leave no patient untested who could benefit from our technology.*

BENEFITS

Life at ImpediMed

- It is fast, it is fun, it is evolving, it is growing, and it is filled with smart, passionate, diverse, friendly people who want to make a difference in healthcare. We are 4 miles from the beach and are located within the Carlsbad Research Park with numerous paths and trails great for walking meetings or enjoying the outdoors during your workday by biking, running, or walking.



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Total Rewards

- At ImpediMed, we are strongly committed to our employees--their well-being, development, rewards, and recognition opportunities. One way we demonstrate this commitment is by offering a valuable, competitive package of compensation and individualized benefits programs aimed at the varying needs of our diverse and global teams. The sum of our programs is one of the many reasons people choose to work at ImpediMed. We regularly benchmark against other companies in our industry to ensure our Total Rewards package is competitive and of value.
- We offer full healthcare benefits including: Medical PPO/HMO Plan choices, Dental Plan, Vision Plan; 401(k) with employer match. Basic Life, AD&D, STD/LTD, Employee Assistance Program (EAP) and employee discount programs.

Diversity & Inclusion

- It is our diverse teams who drive our innovation, creativity, and success. We value the unique backgrounds and experience of all our employees and share a set of core values of ethical behavior for conducting our business. - Integrity, Accountability, Collaboration, Respect, Quality, Compliance. We continuously strive to provide an environment where employees not only feel they can succeed, but also where they can thrive.

TO APPLY

Please email your resume to employment@impedimed.com , subject heading: **HR Manager**

Equal Opportunity Employment

As part of our commitment to providing equal employment opportunities, we take steps to ensure that all qualified applicants are treated fairly. To that end, our decisions around recruitment, hiring, assignment, promotion, compensation and other personnel factors are made and administered without regard to race, color, religion, genetic information, national origin, sexual orientation, gender identity, gender expression, pregnancy, childbirth or related medical conditions, age, disability, citizenship status, uniform service member status, or any other protected class under federal, state or local law.

If you have a disability that requires accommodations in order to complete the application process, please contact us at employment@impedimed.com or (760) 585-2100.



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POSITION SUMMARY

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PRIMARY DUTIES & RESPONSIBILITIES (Essential Functions of the Position) include but are not limited to the following. Other duties may be assigned.

- Act as a trusted advisor and coach to managers, working with them to develop HR solutions to people related business challenges, collaborating with SVP HR where needed
- Implement and embed People function and business specific HR projects and initiatives across company leveraging other partners in HR where needed
- Seek opportunities to act as a change champion and influence business stakeholders to embed key change initiatives (e.g. values and behaviors)
- Support a strong corporate culture and employee experience through active participation in and planning of company people initiatives including company events and HR programs
- Serve as compliance expert and advise HR team as well as employees regarding HR policies and programs in the area of compliance
- Manage HR programs and processes such as the performance management and merit review processes and other employee-related programs
- Maintain effective employee relations by facilitating communication channels with supervisors, employees, and between the two, utilizing HR processes and best practices
- Develop and facilitate world class employee onboarding programs, including new hire orientation sessions for domestic and international employees
- Prepare HR data analytics
- Administer welfare and retirement plans including annual open enrollment, new hire enrollments and terminations. Coordinate with payroll and broker/insurance providers to ensure accurate record keeping and proper deductions
- Educate employees on benefits programs by ensuring regular communication and advising employees/dependents of program enhancements. Act as liaison with broker and with various insurance carriers and foster effective relationships. Keep management advised of potential problem areas and recommend/implement solutions as appropriate.
- Develop, recommend, and implement HR programs and practices, revisions to policies (e.g. Employee Handbook updates) as needed to ensure compliance with all Federal, State and local employment laws and regulations including, but not limited to wage and hour laws, FLSA, OSHA, EEO, OFCCP and ADA. Demonstrate knowledge of EEO with respect and sensitivity for cultural differences and diversity.



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- Establish and maintain compliant personnel files, department records and reports; recommending new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Support the company Safety Coordinator including training and annual OSHA logs

Talent Acquisition:

- Manage full life cycle recruiting process; source, conduct phone screens, interviews, travel arrangements, reference checks, background investigations, offer letters
- Work closely with Hiring Managers and Executive Leadership to implement recruitment strategies
- Work across multiple locations, time zones, and countries to schedule phone, onsite, and Zoom/Teams virtual interviews
- Maintain job postings on the intranet, internet and selected job boards
- Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements
- Support corporate core values and ensure a positive candidate experience
- Build candidate pipelines aligned with talent strategies
- Leveraging social media and digital platforms to advertise positions and enhance company brand
- Manage Excel reports with Pivot Tables, charts, and filters, to provide recruiting metrics reports for management
- Track and report applicant and interview data utilizing database, maintaining recruitment records in accordance with firm, state and federal regulations
- Maintain Relationships with University's to attract upcoming and recent graduates for full-time positions
- Administer employee referral program
- Work with vendors regarding setting up company discounts, contracts with staffing agencies, and contracts with benefit carriers. Maintain files on all contracts.
- Work on special projects and tasks as assigned

QUALIFICATIONS GUIDELINES

Typical Knowledge, Skills, & Abilities:

- A strategic HRBP, innovative, deliberate thinker, with strong consultative, diagnostic, organizational, analytical, and problem solving skills
- A trusted advisor to management and employees. Ability to adjust approach based on audience needs
- Excellent business, interpersonal, written and oral communication skills and ability to maintain confidentiality, influence, facilitate and present
- Demonstrated success in recruiting and retaining diverse employee talent, including creating and implementing recruitment strategies preferably in a high tech, medical device industry
- Working knowledge of talent programs, learning / development, performance management, succession planning



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- Thorough knowledge of HR principles and federal/local regulations
- Able to work collaboratively with all levels of employees throughout the world, provide excellent customer service and follow-through
- Bachelor's Degree in Business, Human Resources or related discipline preferred
- At least 5 years related experience as a Generalist, Business Partner, HR Manager with 3 years of recruitment experience
- Must understand, follow and comply with regulatory requirements as applicable to various processes. An understanding of FDA Quality System Regulations and ISO Standards (ISO 13485) is required
- Must possess a thorough understanding of work-related standards and regulations, including but not limited to Standard Operating Procedures (SOPs) and Quality System Regulations (QSRs), both US and international

MINIMUM EDUCATION, EXPERIENCE or CERTIFICATIONS

- Bachelor's Degree in Business, Human Resources or related discipline preferred
- At least 5 years related experience as a Generalist, Business Partner, HR Manager with 3 years of recruitment experience

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical Demand: Light physical effort. For example, standing, bending, or stooping for extended periods, operating light office equipment, e.g., personal computer, copier, fax machine, etc., manually handling medium weight materials and/or equipment (0 to 10 pounds).
- Mental Demand: Moderate to high degree of concentration due to volume, complexity, and/or "pressure" of work.

This position may require access to patient Protected Health Information (PHI) and may also involve access to electronic Protected Health Information (ePHI). Those in this position are required to comply with all final regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).