



Acucela Inc.
21720 23rd Dr. SE
Suite 120
Bothell, WA 98021
Tel: 425.527.3260
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Acucela is a clinical-stage, privately held Biotechnology Company focused on developing new drug therapies for blinding eye diseases such as age-related macular degeneration (AMD), Stargardt disease, diabetic retinopathy and retinopathy of prematurity, as well as dry eye. The Company offers competitive compensation, a team-oriented environment, and career growth opportunities.

Senior Human Resources Business Partner

The Senior Human Resources Business Partner will deliver HR programs by supporting business strategies and objectives through his/her HR and people management expertise. This person will work at both strategic and tactical levels to deliver proactive HR programs in support of business strategy, with specific emphasis on recruiting and talent management. Other HR areas that the HR Business Partner will support are compensation advice and planning, workforce strategy and career planning and employee relations.

Responsibilities:

Recruiting - 60%

- Development and implementation of strategic initiatives ensuring access and continual key talent acquisition.
- Ensure that Acucela's recruiting is visible and the Company is a desired employer in its community, industry and other applicable areas.
- Guide managers with career planning for current employees as well as workforce planning for the evolution of the company's workforce.
- Makes recommendations and assists with the development, management, implementation and evaluation of recruitment policies and procedures and strategies.
- Writes complete and detailed search assignments (client engagement documents), ensuring an understanding of job duties responsibilities and business requirements.
- Manages the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Maintains accurate and well ordered documentation on all candidates, searches, hiring managers' interactions, and other recruiting activities to ensure a safe and thorough audit, if required.
- Develops, implements and maintains an in-house database of all applicants for tracking purposes.
- Develops, implements and maintains budgeting, forecasting and tracking of recruiting costs and expenses.
- Develops an effective pipeline of key talent potentially available for immediate hire as succession planning needs dictate.
- Manages all recruiting vendor relationships and review of services.



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- Develops and carries out training that ensures compliance with applicable federal, state and legal requirements as well as recruiting best practices for appropriate Company employees of all levels.
 - Assures activities and responsibilities are carried out efficiently, effectively and in compliance with contractual obligations with partners, and local, state and federal laws and regulations.

Business Partner - 40%

- Confers with senior leadership to identify personnel needs, workforce planning strategies
- Develops and maintains strong working relationships with Acucela's leaders, vendors, community organizations, and other team members to create a partnership that yields success, predictable results and credibility.
- Ensure business interests are represented in the design of HR programs.
- Leading, developing, assisting and implementing HR projects.
- Partner with managers on HR issues of current or future value and their impact to business strategy, objectives and deliverables.
- Provide HR input and support to the HR strategy plan based on knowledge of manager's areas; identify and develop HR solutions to meet these needs.
- Develop and maintain effective relationships with key contacts – both locally and globally.
- Provide support to managers to ensure delivery of performance management, diversity improvement, succession planning, employee feedback, recognition/rewards compensation.
- Report on metrics referring recruiting, staffing and other HR reports as needed.

Qualifications and Requirements

- Minimum 7 years current experience in HR with the majority of these years in full lifecycle recruiting and at least 3 years is direct HR business partner experience, in the biotech or pharmaceutical industry required.
- Certification in either human resources or recruiting preferred.
- B.S. in human resources, communications, marketing, or related discipline preferred.
- An expert level of knowledge in all full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, legal, job analysis, wage and salary trends, relationship management, and due diligence.
- Demonstrated experience of work force and succession planning.
- Demonstrated experience in developing and carrying out recruiting-related training to an organization's employees at all levels.
- Demonstrated experience with budgeting and tracking costs and expenses.
- Knowledge and extensive past use of an applicant tracking system or database required.
- Demonstrated ability to recruit for a broad and deep range of positions on a national basis.
- Ability to travel 30%, required.
- Intermediate knowledge of Microsoft Office Suite of applications and the use of email.
- Excellent writing abilities to draft and compile reports for manager and executive review.



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- Must have a strategic and forward-looking orientation to make recommendations, develop, implement and maintain strategic HR programs.
 - Must be able to manage competing demands, accept criticism and constructive feedback, while being extremely adaptable, flexible and diplomatic.
 - Excellent project management, writing, and oral communication skills are required.
 - Ability to present new HR and recruiting concepts to executive leadership and technical communities.
 - Strong initiative and solid judgment abilities and skills.
 - Applicant must have current legal work authorization to work for any company in the United States.

No phone calls please. Only those candidates chosen for interview will be contacted. Send resume to Acucela Inc., Attn: Recruiter via email to career@acucela.com, or via facsimile at 425.527.3156. Only direct applicants will be accepted, no recruiters please. Acucela Inc. is an EOE.