



Life Molecular Imaging is a global and innovative biotech company focusing on the development and commercialization of molecular imaging radiopharmaceuticals. Currently, we are seeking an experienced **Human Resource Generalist**, who will provide general HR support and assistance to the US team in collaboration with Life Molecular Imaging's goals and objectives. This role engages in a variety of HR functions and will work closely with the Operations team and interact at all levels of the organization from the executive team to associates.

Job Responsibilities

The Human Resource Generalist will be responsible for a variety of functions focusing on US states where employees work and live remotely, the employee lifecycle from recruitment to term, HRIS administration, payroll, benefits, company culture, and employee relations. The HR Generalist will also act as liaison to the LMI GmbH and Ltd offices, using their knowledge and experience to:

- Conduct onboarding with new hires through HRIS, communicate company policies and benefits, verify I9's and collect all necessary documents.
- Data entry into HRIS system and maintain personnel records
- Development and modification of company policies
- Administer employee benefits, including enrollments, changes, and terminations.
- Communicate and respond to employee requests and inquiries, including assisting with interpretation of company policies and procedures.
- Navigate complex and sensitive personnel issues and consult HR Director to assist managers with and make recommendations for disciplinary action.
- Assist in onboarding and offboarding processes
- Process Verifications of Employment as needed.
- Respond to and process Unemployment Claims.
- Investigate Worker's Comp claims and communicate with insurance provider.
- Administer FMLA and PFML requests and track employee leaves of absence.
- Track vacation requests and submit to HRIS as needed.
- Assist in all talent acquisition and recruitment tasks
- Other duties as assigned both in US and EU HR/ Admin functions

Job Requirements:

Bachelor's degree required, preferably in Human Resources or related field. 3-5 years proven experience in Human Resources. Relevant HR certifications a plus. Knowledge of Human Resources law, concepts, practices, and procedures; Excellent written and verbal communication skills; Self-starter, attention to detail and problem-solving skills; Excellent time management skills and ability to prioritize work; Working knowledge of office equipment, printers, fax, admin software, digital platforms to streamline workflow; Proficiency in Microsoft 365, MS Excel, PowerPoint a must; Proficiency in HRIS systems (Paychex a plus); Must have in-depth knowledge of US employment laws; exposure to federal/state/local laws for remote employees and initial set up

This position is currently remote and located in Boston, MA, USA. There is a limited amount of travel expected. We offer a competitive salary with additional benefits.

Please send any inquiries, or submit resume and cover letter to: hr.us@life-mi.com

Life Molecular Imaging, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law.