



ENTOS, INC.   

Human Resources/Talent & Culture Lead

POSITION

We seek a proven HR professional to lead the continued building of our Talent & Culture. They will be responsible for designing, implementing, and managing programs and services that enable the company to attract, retain, and motivate our diverse teams to achieve the company's objectives. The leader in this role will advise and counsel the management team in order to maximize productivity, compliance, and employee satisfaction.

Founded in 2019 and headquartered in San Diego, California, Entos is focused on disrupting therapeutic discovery with its cutting-edge platform that uses AI-driven automated synthesis to rapidly design small-molecule therapeutics. Leveraging breakthrough technology from Caltech and the University of Bristol, the Entos team is comprised of renowned scientists and engineers with world-class expertise in machine learning, medicinal chemistry, high-throughput experimentation, and drug discovery. Learn more about Entos' industry-revolutionizing platform at www.entos.ai.

RESPONSIBILITIES

- Facilitate recruitment including placement of Job Descriptions, screening of candidates, interviewing, evaluating, and making offers
- Develop and manage effective on-boarding process
- Manage the process of securing and maintaining work visas such as H1B, F1 OPT, J1 and Green Cards
- Create & manage consultant contracts in other countries
- Recommend, implement, and measure effective performance feedback & recognition programs
- Maintain positive employee relations including mediating workplace disputes and counseling managers on effective feedback and corrective actions
- Ensure compliance with State and Federal regulations
- Process US & UK payroll & coordinate with international consultants on contracts & payments

SKILLS/QUALIFICATIONS

- Ability to multi-task in a fast-paced company
- Working knowledge of federal, state, and local employment, wage and salary laws and regulations



- Knowledge of US work visas is a plus
- Ability to analyze and assess training and development needs
- Knowledge of design, development and implementation of salary administration plans and benefit programs
- Solid communication skills with the ability to act as the face of the company to candidates and our current team

ABOUT ENTOS

The culture and work at Entos are profoundly strengthened by the diversity of our people and our differences in background, culture, national origin, religion, sexual orientation, and life experiences. We are committed to building an inclusive environment where a diverse group of talented humans work together to discover therapeutics and create technologies.

We offer industry leading competitive pay, company paid healthcare, flexible spending accounts, voluntary life Insurance, matching 401K, and unlimited vacation to our team. We are located in a brand-new state-of-the art facility in beautiful San Diego with an onsite gym, dining, and easy access to great places to live and play.

Submit a Cover Letter and Resume to: Jeanne Grover, jeanne@entos.ai.