



HR Associate

Roseville, Minnesota, USA

About us

Calyxt, Inc. is a consumer-centric, food- and agriculture-focused company. Calyxt is pioneering a paradigm shift to deliver healthier food ingredients, such as healthier oils and high fiber wheat, for consumers and crop traits that benefit the environment and reduce pesticide applications, such as disease tolerance, for farmers. Calyxt develops non-transgenic crops leveraging processes that occur in nature by combining its leading gene-editing technology and technical expertise with its innovative commercial strategy. Calyxt is located in Minneapolis-St. Paul, MN, and is listed on the Nasdaq market (ticker: CLXT).

For further information please visit our website: www.calyxt.com

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Job Summary

Join our rapidly growing company. Calyxt is seeking a highly motivated and result-oriented individual to fill the position of HR Associate. The HR Associate will serve as support for a wide variety of human resource projects. A passion for building teams and developing company culture will be valuable as we scale up our Finance, R&D and Commercial operations. Applicants should be process oriented, highly organized, and have strong attention to detail. The tasks and duties will expose you to the entire span of human resources functions and the spectrum of roles at emerging growth company. Approximately 50% of time will be spent on recruiting and on-boarding related activities, and 50% on other generalist HR activities. This role will report directly to the head of Human Resources at Calyxt.

Key Responsibilities:

Duties and Responsibilities

Talent recruitment and new employee on-boarding

- Assist in the development of job postings and job offer documentation
- Manage interview schedules and provide support for the recruiting activities
- Lead activities related to university hiring
- Responsible for execution and continuous improvements of onboarding process for all new hires
- Manage tracking and metrics related to recruiting and on-boarding processes

Manager support and employee engagement

- In coordination with third party vendors, provide support to managers and employees regarding benefits, policies and HR tools
- Provide support to employee engagement efforts and programs
- Assist with the implementation of new and on-going programs and policies

HR Operations and reporting

- Serve as a point of contact for purchasing, finance and external vendors as related to Calyxt HR operations
- Responsible for the integrity of employee data in the vendor managed HRIS and payroll systems
- Manage, track and organize data related to HR processes such as performance management, compensation planning and talent reviews
- Provide ad-hoc and regular HR reports for internal and external stakeholders

Required Qualifications:

- Bachelor's degree in business, HR Management or related discipline and/ or a minimum of 3 years broad HR experience
- Demonstrated ability to handle confidential information and sensitive issues
- Strong administrative and organizational skills with a high degree of detail and accuracy
- Demonstrated problem solving and judgment capabilities
- Effective interpersonal, customer service and time management skills
- Self-starter with a high level of initiative and resourcefulness
- Computer proficiency with Microsoft Office applications including Excel, Word, PowerPoint

Preferred Qualifications:

- Previous 1-3 years of experience in a for-profit organization
- Demonstrated high level of adaptability and flexibility in a fast-paced environment
- Proven track record of being able to communicate across all levels of the company
- Interest and ability to grow professionally with an early stage company

Contact: Please send resume and motivation letter to CLX_HRA_2019-02@calyxt.com