



Job #: 03-206

Job Title: Recruiting Coordinator (Contractor)

Location: Waltham, MA

Role Summary:

Deciphera Pharmaceuticals is a clinical-stage biopharmaceutical company focused on improving the lives of cancer patients by tackling key mechanisms of drug resistance that limit the rate and/or durability of response to existing cancer therapies. Our small molecule drug candidates are directed against an important family of enzymes called kinases, known to be directly involved in the growth and spread of many cancers. We use our deep understanding of kinase biology together with a proprietary chemistry library to purposefully design compounds that maintain kinases in a “switched off” or inactivated conformation. These therapies comprise tumor-targeted agents designed to address therapeutic resistance causing mutations and immuno-targeted agents designed to control the activation of immunokinases that suppress critical immune system regulators, such as macrophages. We have used our platform to develop a diverse pipeline of tumor-targeted and immuno-targeted drug candidates designed to improve outcomes for patients with cancer by improving the quality, rate and/or durability of their response to treatment. We offer an outstanding culture focused on:

- Providing a collaborative and energized work environment
- A diverse and multi-disciplinary workforce
- Dedicated and talented people who are passionate about achieving excellence in all they do
- A commitment to the patients we serve

We are seeking a Recruiting Coordinator (Contractor) to be an integral part of the Human Resources team and collaborate with people from all departments and functions. In this highly visible role you will support candidates and hiring managers through all stages of recruiting and on-boarding.

This position will report to the **Director, Talent Acquisition and Senior HR Business Partner** and be located in the Waltham, MA office.

Key Responsibilities:

- Coordinate and schedule candidate interviews
- Manage job postings and applicant tracking system
- Candidate offer letters
- Greet and provide general support to guests and candidates
- Manage the new hire onboarding process

- Support Talent Acquisition team
- Partner with the HR team on employee communications, employer branding, employee referral and other promotional programs

Required Qualifications:

- Bachelor's degree with 1 + years of relevant work experience
- Energetic, can do attitude
- Great communication and writing skills
- Excellent customer service skills and attention to detail
- Strong MS office skills including – Outlook, PowerPoint and Excel
- Experience with Applicant Tracking Systems a plus

Deciphera offers competitive compensation, including equity-based compensation, and a comprehensive benefits package that includes medical, dental, vision, 401(k) retirement plan, life insurance and a flexible spending account for either health care and/or dependent care.