



Job #:

Job Title: Total Rewards Coordinator

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 are seeking a **Total Rewards Coordinator** to provide administrative support to the HR Operations team in the areas of onboarding/offboarding, benefits, compensation and HRIS.

This position will report to the **Manager, Total Rewards** and will be located in the Waltham, MA office.

Key Responsibilities:

- Assist in the new hire onboarding process, including day-one orientation program
- Process new hire paperwork and related HRIS updates
- Manage and update employee personnel files
- Assist with benefit and compensation administration including audits, monthly invoice reconciliations, Open Enrollment support and employee requests
- Update company org charts
- Administer company-wide employee recognition program
- Support day-to-day HRIS administration such as daily HRIS data entry and end-user support
- Assist the team with ad-hoc projects

Required Qualifications:

- Bachelor’s degree
- 1-2 years’ experience in a corporate environment
- Exceptional attention to detail
- Proven excellent customer service skills and ability to be flexible, a team player
- Demonstrated outstanding organizational skills required; ability to effectively manage multiple priorities and adapt to changing priorities
- Excellent verbal and written communication skills coupled with a “can do” and “whatever it takes” attitude