



NEW CHALLENGES.

NEW OPPORTUNITES.

Delivering First Class Clinical Packaging Solutions

CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need. Regardless of the size or complexity of the project, CSM will expertly manage the clinical supply chain.

CSM's only focus is clinical trial supplies, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality. CSM is designed to be agile, which for clients translates to confidence that CSM is ready to meet their clinical trial needs regardless of conditions.

We understand our work within the clinical trial process could not happen without our dedicated employees.

Our growing company is currently seeking a highly motivated and enthusiastic

Human Resource Manager

Main Responsibilities

- ▲ Develop and implement strategic HR solutions to improve employee and organizational performance, productivity, and engagement
- ▲ Hire, train, coach and evaluate direct reports and providing timely and compliant employee counseling as discipline and performance issues arise
- ▲ Develop an effective recruitment process to attract, hire and retain qualified candidates by aligning processes with company values and objectives
- ▲ Work with benefit brokers to implement and manage the company benefit offerings, communicate options and changes, and handle administration of each plan through enrollment, invoice review and approval
- ▲ Analyze and modify compensation policies to establish competitive programs, ensure compliance with legal requirements and analyze internal equity issues related to compensation
- ▲ Review and revise company, HR and personnel policies to remain in compliance with changing or new legislation
- ▲ Create, update and maintain position specific job descriptions
- ▲ Coordinate and ensure completion of employee exit interviews

This position is based in Fargo, ND or Malvern, PA.

At CSM, we provide competitive compensation and a complete benefits package. If you have the desire to work hard and play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: apply@csmondemand.com





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Education & Experience

- ▲ Degree in Human Resource, Business or related field
- ▲ 4-6 years of progressive experience within the Human Resource field
- ▲ PHR or SHRM-CP preferred

Skills

- ▲ General knowledge of employment laws and practices for local, state and federal entities
- ▲ Excellent interpersonal, written and verbal communication skills to work effectively across the organization and outside the organization
- ▲ Ability to plan, develop and coordinate multiple projects and make administrative and procedural decisions and judgments
- ▲ Must possess a detailed approach to management in problem solving of daily operations
- ▲ Self-motivated with exceptional time management skills to prioritize work and meet deadlines
- ▲ Ability to develop effective working relationships with associates at all levels to influence others and foster a cooperative work environment across the organization
- ▲ High regards to discretion when handling confidential information
- ▲ Knowledge of computers and Microsoft Office products is a must

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