The American Society for Biochemistry and Molecular Biology (ASBMB) is a nonprofit scientific and educational organization. With over 10,000 members, made up of researchers, educators, students, and industry professionals, the ASBMB is one of the largest molecular life sciences Societies.

ASBMB is seeking a Human Resource Manager to administer, coordinate and evaluate all aspects of the human resources (HR) function for the Society.

Duties and Responsibilities:

- Plans and executes all HR activities. Participates in developing HR policies, goals, objectives, and systems.
- Implements and annually updates the compensation program; reviews annual salary surveys; analyzes compensation; monitors the performance evaluation program and revises, as necessary.
- Partners with senior management to ensure a high-performance workplace culture that is diverse, open, transparent, friendly, and committed to excellence.
- Develops, recommends, and implements HR policies and procedures; maintains staff handbook.
- Coordinates with outsourced HR and payroll provider on payroll and benefits administration.
- Works with supervisors with their hiring needs. Conducts recruitment efforts for all exempt, non-exempt, and temporary workers; writes and places advertisements; assists with screening and interviewing candidates; conducts reference checking; manages new-employee orientation process; employee relations counseling; conducts exit interviews.
- Establishes and maintains human resources records and reports. Participates in administrative staff meetings and attends other meetings, as needed.
- Partners with department managers to update job requirements and job descriptions for all positions.
- Plans and implements the move of current benefit programs to another outside vendor. Effectively communicates benefits to staff. Researches and assesses benefit needs and trends; recommends new benefit programs to management; directs the processing of benefit claims; obtains and evaluates benefit contract bids.
- Ensures compliance with all federal, state, and local employment laws.
**Education and Experience:**
- A bachelor’s degree in human resources management, required.
- Three years of relevant HR management experience, required.
- Certification in HR is preferred, but not required.

**Other Duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice.

**Benefits**
This is a full time, exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403(b) retirement, paid holidays, annual and sick leave, medical, dental and vision insurance, life insurance, short- and long-term disability, and free on-site parking are offered.

**Location**
This position is located in Rockville, Maryland and within walking distance of the Metro and on major bus lines.

**How to Apply**
For more information and to apply, visit [http://www.faseb.org/employment](http://www.faseb.org/employment). Please send a cover letter including salary requirements with your resume.

**Individuals with disabilities**
If you need an accommodation to complete the application process, please contact FASEB’s Human Resources Department at resumes@faseb.org

To learn more about ASBMB, please visit [www.asbmb.org](http://www.asbmb.org).

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.