Position: Director, Talent Acquisition
Location: Remote
Reports to: Chief People Officer

About Paragon

Paragon Laboratories is an emerging biotechnology company dedicated to discovering and developing best-in-class complex biologics for diseases with significant unmet need. With a dedicated in-house team of scientific experts in drug development, Paragon pursues differentiated therapeutic concepts and advances them rapidly toward proof-of-concept validation. As programs mature, Paragon supports their continued development through new company formation and strategic partnerships.

The Role

We are seeking a Director, Talent Acquisition to join the Paragon People team and lead Talent Acquisition. The individual will be responsible for partnering closely with the Chief People Officer to evolve the Talen Acquisition function, implementing best practice recruiting strategies, processes, systems and approaches. This position requires an experienced Talent Acquisition professional, who is a detail oriented, structured thinker, who thrives in a fast-paced environment, and has a passion for data and automation. This role will report to Paragon's Chief People Officer.

Key Responsibilites

- Source, screen and lead candidates through the full recruitment lifecycle, providing an exceptional candidate experience
- Select and manage relationships with search firms and recruiter contractors, as needed, to support recruiting activities
- Partner closely with the Chief People Officer to evolve Paragon's Talent Acquisition function, implementing best practice recruiting strategies, processes, systems and approaches
- Create a thoughtful, timely, and respectful candidate experience that ensures every candidate, whether hired or not, walks away with a positive impression of Paragon
- Collaborate with hiring managers to define roles, draft impacful job descriptions and identify both the technical skills and behavioral competencies needed to be successful
- Advise and coaching hiring managers and interview panels on recruiting best practices, including interviewing techniques, interview team structure and candidate evaluation
- Own implementation and ongoing management of recruiting systems & metrics, including, but not limited to an Applicant Tracking System, key hiring metrics (e.g., time to fill, pipeline health, offer acceptance rate & source effectiveness), and AI tools that accelerates and streamlines our hiring process

- Lead the development and implementation of our employer brand strategy, codifying Paragon's unique employee value proposition (EVP) and ensuring the EVP is reflected in all recruiting materials and channels (e.g, careers page, LinkedIn, job postings, etc.)
- Stay up to date on industry trends, labor market conditions, and recruiting best practices to continuously improve strategies
- Partner with Director, Total Rewards to develop competitive offers
- Work closely with People team members to ensure a seamless handoff from offer acceptance to onboarding

Key Things About You

- Bachelor's degree required
- 10+ years' experience working in talent acquisition
- Experience in a fast-growing biotech company required
- Detail-oriented, structured thinker with deep TA systems and processes knowledge
- Able to navigate ambiguity and has a high sense of urgency
- Demonstrates a continuous improvement mindset with a strong commitment to upholding a high bar
- Exceptional verbal and written communication skills
- Able to travel up to 10%, including attend bi-annual in-person all company meetings (location will vary)

What We Offer You

- A chance to thrive in a fast-moving, entrepreneurial environment where you can help shape our culture from the ground up, stretch beyond the boundaries of your role, accelerate meaningful medicines, and learn at every turn
- Competitive compensation, including base salary, performance bonus, equity grant opportunities
- Comprehensive medical, dental, and vision coverage, as well as access to tax-advantaged savings accounts, life and disability insurance, and a 401(k) match
- Flexible time off, +12 company holidays, plus Winter and Summer shutdowns
- Commitment to ongoing professional development opportunities including all-company trainings
- Remote working environment with bi-annual and semi-regular in-person meetings to address complex problems, build relationships and have some fun

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The expected salary range offer for this role is $210,000 to $230,000. Actual pay offered may vary depending on job related knowledge, experience, education, and geographic location.

Paragon Labs is an equal opportunity employer. We consider all qualified employment applicants without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, gender expression, partnership status, status as a protected veteran, status as an individual with a disability, or any other status protected by federal, state, or local law. Individuals who hold legal work authorization applicable to employment at Paragon Labs in the United States will be considered without regard to citizenship/alienage.

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