

ReCor Medical

Ultrasound Denervation Therapies

Talent Acquisition Manager

Department: G&A-HR

Reporting to: Sr. Director, HR & Administration

Location: Palo Alto, CA / Hybrid

About ReCor Medical

ReCor Medical, headquartered in Palo Alto, CA, is an innovative medical technology company focused on transforming the management of hypertension, the leading cardiovascular risk factor in the world. ReCor has pioneered the innovative, minimally invasive use of ultrasound in renal denervation to lower blood pressure in patients with hypertension. The company is focused on investing in high quality product development efforts, as well as rigorous clinical studies to create a strong foundation for future clinical adoption.

ReCor Medical is a wholly-owned subsidiary of Otsuka Medical Devices Co., Ltd. Otsuka Medical Devices focuses on the global development and commercialization of endovascular therapies that provide new therapeutic options in areas where patient needs cannot be met through pharmaceutical treatment. Otsuka Medical Devices Co., Ltd. is a subsidiary of Otsuka Holdings Co., Ltd., a leading global healthcare group listed on the Tokyo Stock Exchange (JP 4578). With operations in pharmaceuticals, nutraceuticals, medical devices and other health-related businesses, the group generated worldwide sales of app. US\$13 billion in the fiscal year ended December 2019 and has a market capitalization of app. US\$25 billion.

<http://www.omd.otsuka.com/en/>

Position Summary

The Talent Acquisition Manager will be responsible for finding, recruiting, hiring –and retaining – talented candidates. In addition, the role is responsible for managing the recruitment, onboarding strategic direction, and maintaining effective recruitment metrics, processes, systems and tools. The Talent Acquisition Manager will collaborate with leadership, hiring manager, and HR colleagues and will execute against the recruitment strategy to attract and assess ideal talent for Recor and deliver an exceptional candidate and hiring manager experience, as a trusted partner to all stakeholders. This position reports directly to the Sr. Director Human Resources & Administration.

Responsibilities and Duties

- Be the ambassador and face of ReCor to prospective employees
- Manage the end-to-end lifecycle of talent acquisition and selection across a variety of roles, business units at all levels of the organization
- Maintain a sustainable talent acquisition strategy that meets current and future needs of the business
- Effectively manage multiple requisitions and candidates during high volume periods while creating and owning a positive candidate experience
- Source both active and passive candidates utilizing creative strategies and techniques

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- Act as a partner, consultant, and advisor to management by developing, driving, and executing strategies to find and acquire diverse talent in highly competitive markets
- Provide regular updates to the hiring managers and ensure ongoing communication
- Provide a meaningful, mutually beneficial experience to candidates, while acting as a brand ambassador and DEI champion
- Design, plan and execute employer branding activities
- Provide general administrative support in the preparation of documents including, but not limited to, offer letters, organizational announcements, etc.
- Track progress and activity to provide management updates on a weekly basis

Requirements

- Bachelor's Degree and 5 years of experience in full life cycle recruiting, medical device industry is a plus
- Experience with sourcing passive candidates and pipeline generation, using a variety of techniques and demonstrating a creative and resourceful approach to finding great people
- Demonstrated ability to recruit for experienced, specialty positions in clinical, med device manufacturing, QA, R&D, Regulatory, etc.
- In-depth knowledge of employer branding techniques
- Familiarity with a variety of different selection methods (interviews, assignments, etc.)
- Hands on experience with posting jobs on social media and professional job boards
- Experience with ATS and Recruitment Marketing tools
- Excellent communication and interpersonal skills with a proven ability to take initiative
- Enthusiastic and friendly team player who is passionate about ReCor's technology and values
- A high level of integrity, a solid sense of accountability and the ability to make sound decisions quickly

COVID-19 vaccination requirements

At ReCor Medical, we care, we collaborate, we challenge, and we create. Pursuant to these core values, we are focused on the health and safety of our employees, as well as the teamwork essential for innovation of our pioneering technology. **COVID-19 vaccines will be required for all ReCor US office employees effective June 10, 2021, as well as all new US office employees joining our company.** Fully vaccinated persons are those who are ≥ 14 days post-completion of the primary series of an FDA-authorized COVID-19 vaccine. Our COVID-19 Vaccine Policy and FAQs are available upon request. **This is a full-time office position** (hybrid remote may be possible; minimum of three days in the office, as permitted by law and company policy).

Equal Employment Opportunity

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.

E-mail resume to HR: Careers@recormedical.com