

## **Human Resources Manager**

**Hauppauge, NY (Onsite)**

**Please apply @ <https://jobs.danaher.com/global/en/job/R1240328/HR-Manager>**

### **Be part of something altogether life-changing!**

Working at Cytiva in the Life Sciences industry means being at the forefront of providing new solutions to transform human health. Our incredible customers undertake life-saving activities ranging from fundamental biological research to developing innovative vaccines, new medicines, and cell and gene therapies.

At Cytiva you will be able to continuously improve yourself and us – working on challenges that truly matter with people that care for each other, our customers, and their patients. With associates across 40 countries, Cytiva is a place where every day is a learning opportunity – so you can grow your career and expand your skills in the long term. Your health and wellbeing are important to us and together we will not compromise on safety in the workplace or the environment.

Cytiva is proud to work alongside a community of nine fellow Danaher Life Sciences companies. Together, we're pioneering the future of science and medicine, developing products that enable researchers in the fight to save lives.

### **What you'll do**

The Human Resources Manager will play a meaningful role in executing our key HR initiatives, providing responsive internal employee support, and driving HR functional excellence within our Hauppauge, NY location.

- Develop and implement HR initiatives – process and employment practice improvement, training, metrics/trends and analysis
- Partner with and guide business leaders through solving complex employee relations matters
- Lead heavy volume of Employee Relations including handling associate concerns / complaints process, investigations, disciplinary actions, accommodation requests, etc.
- Act in concert with Sr. HR Manager to deliver HR programs and solutions.
- Assist in the development and implementation of employee policies and procedures.
- Advise and partner with leaders and associates on HR processes and resources.

- Support, advise, and consult on all aspects of HR including salaried and non-salaried employee payroll and compensation, benefits, leaves of absences, performance management, employee relations & engagement, and conditions of employment.
- Advocate for business success, balancing fair labor standards, company policy & practice, and business needs.
- Investigate Employee Relations issues, complaints, and conflicts in the workplace including appropriate documentation and follow-up.
- Assist in managing, implementing, and training of HR systems (e.g., Workday, ADP eTime) in order to maintain integrity of employee and organizational data.
- Use relevant HR data to identify patterns and drive insights
- Assist in taking appropriate steps to ensure new hire onboarding is seamless; regularly facilitate New Employee Orientation.
- Assist with communication, engagement, and change management.
- Proactively identify areas for improvement within assigned current processes.
- Perform assignments where trust, discretion, and accuracy are required, while maintaining confidential data with utmost scrutiny, judgment, and care.
- Assist and support with HR and Site Projects / communications as needed and assigned.

## **Who You Are**

- Bachelor's degree with a minimum 3-5 years Human Resources experience required, or Master's degree with a minimum 2 years Human Resources experience
- Manufacturing / Life Sciences industry is desired
- Experience leading Employee Relations efforts
- Demonstrated capacity to assume full ownership/accountability for multiple, major projects and/or processes
- Exhibits high degree of professionalism and confidentiality in handling extremely sensitive information using considerable tact, diplomacy, discretion and judgment
- Ability to work well independently as well as effectively within a team
- Ability to create and follow processes fully
- Ability to handle multiple projects and shifting priorities
- Effective and influential interpersonal and communication skills, both verbally and in writing
- Demonstrated critical thinking and project management skills.
- Strong customer service focus, with a high level of responsiveness
- Strong problem-solving skills: ability to make independent decisions, manage conflicting priorities in a fast-paced environment
- Advanced knowledge of Microsoft Office Suite, including Microsoft Excel for data reporting and visualization, and experience working with HRIS a plus
- Experience and comfort working within HR systems such as Workday, ADP Payroll, and eTime

#LI-BM3

When you join us, you'll also be joining Danaher's global organization, where 80,000 people wake up every day determined to help our customers win. As an associate, you'll try new things, work hard, and advance your skills with guidance from dedicated leaders, all with the support of powerful **Danaher Business System** tools and the stability of a tested organization.

Danaher Corporation and all Danaher Companies are committed to equal opportunity regardless of race, color, national origin, religion, sex, age, marital status, disability, veteran status, sexual orientation, gender identity, or other characteristics protected by law. We value diversity and the existence of similarities and differences, both visible and not, found in our workforce, workplace and throughout the markets we serve. Our associates, customers and shareholders contribute unique and different perspectives as a result of these diverse attributes.

The EEO posters are available [here](#).

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform crucial job functions, and to receive other benefits and privileges of employment. Please contact us at [applyassistance@danaher.com](mailto:applyassistance@danaher.com) to request accommodation.

If you've ever wondered what's within you, there's no better time to find out.