



Capricor Therapeutics, Inc. (NASDAQ: CAPR) is a Los Angeles, California based cutting-edge biotech company focused on the discovery and development of novel cell and exosome-based therapeutics for the treatment and prevention of a variety of diseases and disorders. Capricor's lead product candidate, allogeneic Cardiosphere-Derived Cells (CDCs), known as CAP-1002, is being investigated as a treatment for Duchenne muscular dystrophy and COVID-19. In addition, the Company is conducting research and development on its exosomes platform technology for a variety of indications. In response to a global pandemic, our team is currently applying its technologies to deploy a novel vaccination approach against COVID-19. Capricor offers exciting opportunities and invites qualified professionals to join our expanding team. Capricor provides competitive compensation and benefits packages. Capricor offers exciting opportunities to join our expanding team. Capricor provides competitive compensation and benefits packages.

**Position:** Human Resources Manager

This position is immediately available and reports to the CFO.

**Duties:**

- Directly manage human resource functions including recruitment/retention, employee onboarding, annual performance reviews, payroll maintenance and compensation strategies
- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
- Improve and apply HR processes, policies and standards meeting local and federal employment laws and cultural environment
- Understand, interpret, and advise on company and HR policy; maintain good working knowledge of state and federal employment requirements, compliance with all applicable company policies, safety guidelines, regulations and laws
- Advise and ensure issues and procedures are handled consistently and in a timely manner
- Oversee time reporting for accurate grant management requirements
- Use influence and coaching skills to cultivate a culture that reflects the values and principles of the organization
- Supports organization staff by establishing interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes
- Review and analyze business data to identify trends and recommend solutions to improve employee engagement, performance, retention, and employee experience
- Ability to attract and retain talent through training & development and reward strategies
- Effectively engage, partner and consult with recruiting partners to meet the talent acquisition needs for the organization; interview and assess candidates; support the continued development talent assessment skills within the organization - ensuring a commitment to finding, growing and retaining talent
- Contribute to the development, implementation, and evolution of the organizational strategy in areas such as organizational design, performance management, and talent development
- Consult with managers on employee performance and development activities



- Assess leadership and employee development training needs and conduct 1:1 and/or group training sessions as appropriate
- Partner with business leaders to provide relevant people solutions to business challenges
- Manage education, training, and continuous development activities for employees
- Manage annual compensation and wage analysis
- Communicate confidently (including both written and verbal skills) and effectively present to all levels of the organization
- Collaborate with corporate HR partners including the benefits and recruiting teams to align and solve for business partner needs

### **Requirements and Qualifications:**

BA/BS from accredited university. 4 or more years of experience in human resources including 2 or more years of experience in a supervisory role. Working knowledge of applicable state and federal laws & regulations. Must be proficient in CA leave administration, training and employee development programs, employee relations, performance management, and talent acquisition. Ability to identify and handle priority and/or sensitive issues with discretion, and a commitment to confidentiality. Strong internal and external customer services focus with a drive to deliver outstanding results across the organization. Effective communication (verbal and written) and presentation skills as well as organization skills with the ability to multi-task in a fast-paced environment.

Applicants should submit their CV to [careers@capricor.com](mailto:careers@capricor.com).