



Human Resources Associate

Kala is an exciting biopharmaceutical company focused on development and commercialization of therapeutics using our proprietary nanoparticle-based Mucus Penetrating Particles, or MPP, technology, with an initial focus on the treatment of eye diseases. In July of 2017, Kala closed an IPO and recently in October 2017, we submitted a new drug application to the FDA for our product candidate for the treatment of inflammation and pain following ocular surgery, INVETYS™. Additionally, we are expecting to receive topline results from a Phase 3 clinical program for our KPI-121 0.25% product candidate in patients with dry eye disease by the end of 2017. This is a very exciting time to join Kala.

To support our growth, we are looking for a self-motivated, talented and experienced HR Associate. This individual will initially support our talent acquisition process by sourcing candidates, conducting detailed phone screens and scheduling all interviews. This individual will also play a key role in implementing Kala's first applicant tracking system. But as the company evolves, we are looking for someone who is comfortable wearing multiple hats on the HR team. If you enjoy a culture of collaboration and learning and want to help build an HR infrastructure, this may be the perfect position for you!

Key Responsibilities for this role will include:

- Owning the candidate experience through process creation, support and implementation
- Supporting the head of human resources to build the employment brand – increasing the awareness of Kala in the employment market place
- Partnering with hiring managers to create compelling job postings – drawing the best talent into Kala
- Conducting initial phone screens
- Partnering with the internal team and candidates to schedule all interviews – including arranging travel, when necessary
- Supporting the implementation of an applicant tracking system

Our ideal candidate will have:

- BS in Business. Some HR specific education is preferred.
- At least 3 years' of experience in a talent acquisition support role
- Excellent skills with the MSOffice suite
- Excellent organization skills and attention to detail
- An excellent communicator – both written and verbal
- Familiarity with ATS software is preferred
- Basic knowledge of labor laws

About Us:

Kala is a biopharmaceutical company focused on the development and commercialization of therapeutics using its proprietary mucus-penetrating particle (MPP) technology, with an initial focus on the treatment of eye diseases. Kala has applied the MPP technology to a corticosteroid designed for ocular applications, resulting in two lead product candidates. The product candidates are INVELTYS™(KPI-121 1%) for the treatment of inflammation and pain following ocular surgery, for which we have submitted a NDA, and KPI-121 0.25% for the temporary relief of the signs and symptoms of dry eye disease, which is currently in Phase 3 clinical development.