



## **Payroll, Benefits and HRIS Specialist**

Kala is an emerging pharmaceutical company on the verge of commercialization. We are seeking a talented data specialist with deep experience in payroll processing to join our growing team. This is an opportunity for the right individual to play a key role in defining key payroll, benefits and general HR processes and infrastructure as the company scales at a rapid rate. Our ideal candidate has an unsurpassed attention to detail and enjoys working in a continuously evolving and learning organization. Come join an experienced and highly motivated team.

Key Responsibilities for this role will include:

- Process and submit all payroll and benefits data, including new hire onboarding, benefits enrollment, separation processing and general payroll changes
- Enters and manages all employee data at our benefits providers including Blue Cross Blue Shield
- As the HR data guru, maintain, update and report on HR data and maintain all employee files (paper and electronic)
- Play a key support role in implementing a payroll and HRIS total solution – including researching, organizing and entering data into the system
- Act as the primary point of contact for employees regarding payroll and benefits questions and concerns – maintaining the strictest level of confidentiality

Our ideal candidate will have:

- At least 7 years of experience processing payroll in a dynamic, multi-state environment
- A very strict attention to detail is an absolute must
- Experience administering benefits, particularly Blue Cross Blue Shield
- Excellent HRIS and MS Office (particularly Excel) skills, including data entry and reporting
- A high level of integrity with the ability to handle sensitive issues and maintain confidentiality
- Strong interpersonal and organizational skills

## **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.*