



CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap[®], a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure[®], a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP[®] is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE[®] is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

HR & Recruiting Coordinator

We are looking for a talented HR & Recruiting coordinator to join our team and participate in the hiring process from beginning to end. You will be responsible for attracting candidates, evaluating resumes, scheduling and conducting interviews and managing the new hire paperwork. Ultimately, you should be able to manage our full recruitment cycle and ensure we always meet our staff requirements.

Responsibilities:

- Design and implement overall recruiting strategy
- Consult with managers to discover staff requirements and specific job objectives
- Write and post job descriptions on career websites
- Source candidates by using databases and social media
- Evaluate and screen resumes
- Conduct phone, Skype and/or in-person interviews
- Provide a shortlist of qualified candidates to hiring managers
- Help the hiring team with recruiting methods and interview questions
- Contact new employees and prepare onboarding sessions
- Prepare new hire paperwork
- Conduct New Hire Orientation
- Enter new hire data into our HRIS
- Maintain a complete record of interviews and new hires
- Stay up-to-date with current recruiting methods
- Attend job fairs and careers events

Qualifications:

- Proven work experience as a Recruiting Coordinator, HR Coordinator or Recruiter
- Excellent communication skills
- Ability to prioritize and complete projects within deadline
- Solid knowledge of HR policies and best practices
- Hands on experience with various selection processes like phone interviews and reference checks
- Ability to conduct different types of interviews (e.g. structured, competency based and behavioral)
- Familiarity with HR databases and applicant tracking systems
- Familiarity with social media, especially LinkedIn
- BS degree in Human Resources Management, Organizational Psychology or relevant field

Additional Information:

Benefits & Perks: We provide Medical, Dental, Vision and Life Insurance, Flexible Spending and Dependent Care, Commuter Accounts, 401(k) match, 3 weeks of vacation, 5 days sick leave, 1 personal floating holiday, 9 paid holidays, gym reimbursement, yoga onsite, ping pong, foosball, BBQ's, social hours, and more!

Please send cover letter and resume to: HR@CareDx.com

CareDx, Inc. is an Equal Opportunity Employer.

Staffing Agencies and Recruiters:

We appreciate your interest in CareDx, Inc. To develop a working relationship with us, we ask that you please contact our Human Resources Dept. at HR@CareDx.com. All employment openings are managed through our Human Resources Dept. The CareDx, Inc. hiring managers and employees will not accept unsolicited resumes from any source. Submission of unsolicited resumes in advance of an agreement between the Human Resources Dept. and the recruiter does not create any implied obligation on the part of CareDx, Inc. **Therefore, we request that recruiters do not contact employees directly in an attempt to present candidates.** We thank you in advance for your cooperation and look forward to possible job search collaboration in the future!